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## Project manager

### Despre mine

- Project and Budget Planning and Management
- Precision and self-organization
- Highly organized & attentive to small details
- Analytical thinking: Evaluating performance, programs, processes and events.
- Good interpersonal skills
- Excellent organizational and prioritization skills
- Able to coordinate several tasks simultaneously.
- Ability to grasp new ideas and integrate them into desired results
- Verbal and written communication skills
- Various Event organization

### Experiența profesională

**Project Coordinator** · International Exhibition Center "Moldexpo" S.A.

*Noiembrie 2017 - Prezent · 7 ani 3 luni*

Organizing the participation of the Republic of Moldova at the World Expo 2020 Dubai, UAE:

- Estimating necessity and possibilities for participation for Republic of Moldova at Expo 2020 Dubai. Promoting the project at ministerial and governmental level, curating the approval of Government' Decision for participation.
- Building successful project plans covering objectives, resources and budget to meet schedules. Keeping projects on schedule by managing deadlines and adjusting workflows, including coordination of design and construction, suppliers and service providers.
- Drafting of the Project Budget, evaluation of existing financial possibilities and identification of potential resources attraction.
- Negotiating with the Expo Organizer of participation conditions for Republic of Moldova, financial and technical assistance, pavilion location on Expo territory and the design and arrangement services.
- Developing executive presentations and reports to Organizational Committee, government representatives, local authorities and project members to detail project scope, progress and results in order to facilitate project evaluation and improvement.
- Tracked actions and expenses to keep project on task and

👤 41 ani  
 ♀ Feminin  
 📍 Chișinău  
 💰 20 000 MDL

### Preferințe

- Full-time

### Limbi

- **Română** · Fluent
- **Rusă** · Fluent
- **Engleză** · Comunicare
- **Franceză** · Comunicare
- **Italiană** · Mediu

### Permis de conducere

Categoria: B

within budgetary parameters and consistent expense monitoring.

- Organizing of acquisition process, including preparation of necessary documents, organization of contests, evaluation of offers and contracts drafting, signing and monitoring of their execution.
- Gathering requirements for ongoing processes and organized details for management use.
- Building strong relationships with internal and external stakeholders and devised strategies, initiatives and events promoting project's activities.
- Obtaining needed resources by strategically negotiating with stakeholders and outside suppliers.
- Arranging events by overseeing logistics, budgets, venue selection and activity planning.
- Collaborating with project leaders to comply with accounting needs for project maintenance requirements.
- Liaising between departments to facilitate communication and keep appropriate parties updated on project developments.
- Recruiting and training personnel to work at the national pavilion of the Republic of Moldova at Expo 2020 Dubai.
- Reporting regularly to managers on project budget, progress and technical problems.
- Organizing and coordinating the shipment of goods necessary for pavilion arrangement and activity during the Expo (exhibits, equipment, installations, furniture, promo materials and protocol products) from the Republic of Moldova. Planning coordinating the process with Organizers and transportation companies from Moldova and EAU. Preparing all necessary documents, coordinating the proper packing of goods, custom clearance and survey of transportation of goods until the destination.
- Maintaining open communication with the National Pavilion at Expo in order to ensure the smooth activities and informing local authorities and members of Organizational Committee about progresses and results.

### **Head of Exhibition Project** · International Exhibition Center "Moldexpo" S.A.

*Decembrie 2010 - Septembrie 2019 · 8 ani 10 luni*

- Organizing of exhibition projects, development of project's strategies and evaluating of performance indicators.
- Drafting of budgets, elaboration of Action Plans, coordinating of the complementary services' work, monitoring the performance of contractual obligations.
- Evaluating existing plans, processes and events planning services to identify opportunities for improvement.
- Implementing of new ideas for the development of the exhibition project.
- Establishing partnerships and attracting sponsors.
- Customizing business offers for partners and key participants.
- Attracting new clients, loyalization of existing partners and integration of companies in the exhibition project as sponsor or

partner.

- Negotiating and personalizing of participation packets for companies and following up the process in order to deliver promised results.
- Organizing of agenda of accompanied activities related to the exhibition project.
- Team management: setting duties and tasks to be performed, motivation and monitoring of performances and results.
- Coordinating at Ministerial level the specialized and business Program and opening ceremony of the Exhibition.
- Monitoring the promotion of exhibition projects in order to increase the number of participants and visitors.
- Enhancing client satisfaction ratings by providing on-site services at participant's requests, managing exhibition logistics and booths functionality needs.
- Drafting presentations and reports, including key indicators performance statistics.

**Director of Moldova Pavilion at Expo 2010  
Shanghai · International Exhibition Center  
"Moldexpo" S.A.**

*Martie 2010 - Noiembrie 2010 · 9 luni*

Responsible for the proper functioning of the Republic of Moldova's National Pavilion at World Expo 2010 Shanghai (1.05-31.10.2010) and the achieving of participation goals.

- Ensuring the accomplishment of the project tasks: planning the daily and weekly activities and delegation of tasks for subordinating personnel, monitoring and analysis of results, implementing of all administrative and logistical aspects of the Project.
- Managing the finances of the project: state budget resources and the grant offered by RPC for participation, to keep expenses in the frame of allocated budget and make economies. Creating budgets and forecasts for management group to meet regular accounting deadlines.
- Completing cash, functions like account tracking, payroll and wage allocations, budgeting and cash and banking reconciliations. Evaluating and improving accuracy and completeness of financial records.
- Managing day-to-day operational and tactical aspects. Monitored company inventory to keep stock levels and databases updated.
- Ensuring procurement of goods and services for the smooth running of the work and efficient management of the allocated budget. Negotiation of the offered price and contracts signing. Coordination of subcontractors' work.
- Establishing open and professional relationships with team members to achieve quick resolutions for various issues. Mentoring and guided employees to foster proper completion of assigned duties. Driving performance of staff by creating incentives and positive work atmosphere and administering recognition and rewards programs.
- Establishing team priorities, maintained schedules and monitored performance. Coaching staff on daily performance

and conducting evaluations to constructively address concerns.

- Monitoring in time the progress made towards the proposed objectives and the drafting of the monthly reports.
- Ensuring prompt solving problems encountered in the project. Participating in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Organization of the National Day of the Republic of Moldova at Expo 2010: ensuring and offering entire support for logistics and protocol procedures for official delegation meeting, organization of national folkloric and cultural performances at Word Expo 2010 Shanghai, including the organization of 30 artist's trip to RPC.
- Organization of Moldo-Chinese forums at Word Expo 2010 Shanghai, managing administrative events logistics and operations, planning, booking and promoting. Coordinating the accuracy of executed activity in order to ensure the high level of events.
- Managing day to day activities the pavilion in order to promote the Republic of Moldova at the international level: coordinating the personnel work with general visitors of the pavilion and receiving international business delegations at the National Pavilion and following their interest for collaboration with counties from Moldova, participating and presenting our country at the weekly meetings of International Pavilion's Directors.
- Implementing advertising and promotion programs, Managing promotional initiatives and special events to enhance media coverage. Preparing a variety of different written communications, reports and documents to ensure the achieving of purposed results.
- Organizing and coordinating the shipment of goods back to the Republic of Moldova: planning, preparing all necessary documents, coordinating the proper packing of goods, custom clearance and survey of transportation of goods.
- Preparing the final reports and statistics envisaging the scope, tasks and results of the Project as well as recommendations for further participation al Word Expos.

### **Fairs and Exhibition Manager** · International Exhibition Center "Moldexpo" S.A.

*Octombrie 2008 - Martie 2010 · 1 an 5 luni*

Organizing the participation of the Republic of Moldova at the World Expo 2010 Shanghai Exhibition, People's Republic of China:

- Developing the concept of participation according to the goals, coordinating the design of the pavilion and exhibition area, elaborating presentations to approve the concept at local authorities, Government representatives and Expo Organizer from China.
- Drafting the Project Budget according to the concept, including preparation period and the necessary during the duration of Expo (6 months). Managing the grant offered by the Organizer of China and estimating the necessary to be covered by state budget.
- Elaborating detailed action plan for participation preparation,

including implication of all members of Organizational Committee (representatives of different ministries and state organization): actions and deadlines. Tracking actions to keep project within parameters of existing plan and budget.

- Coordinating actions with the Expo Organizer: managing phone and email correspondence, completing forms and reports, preparing different written communications and documents to ensure the achieving of purposed results.
- Organizing of acquisition process, including preparation of necessary documents, organization of contest, evaluation of offers and contracts drafting. Negotiating of contractual conditions, signing of contracts and monitoring of their execution.
- Organizing the selection, recruiting and training procedure of personnel to work at the National Pavilion at World Expo 2010.
- Coordinating and approving of actions and records at ministerial level. Developing executive presentations and reports to Organizational Committee in order to facilitate project evaluation and process improvement.
- Organizing the Organizational Committee meetings, including presentations and information on all subjects to be discussed, drafting minutes and reports.
- Organizing and coordinating the shipment of goods necessary for pavilion arrangement and activity during the Expo from the Republic of Moldova. Planning and coordinating the process with Organizers and transportation companies from Moldova and PRC. Preparing all necessary documents, coordinating the proper packing of goods, custom clearance and survey of transportation of goods till the destination.
- Managing promotional initiatives. Preparing a variety of different written communications, reports and documents to ensure the promotion of the participation of Republic of Moldova and the activity of the National Pavilion.

### **Coordinating Manager** · International Exhibition Center "Moldexpo" S.A.

*Martie 2005 - Octombrie 2008 · 3 ani 8 luni*

Implementation of the Territory's Development Plan:

- Developing detailed plan based on broad guidance and direction.
- Preparing Power Point presentations of existing Investment opportunity for local and foreigner investors.
- Presenting and promoting investment projects at business meetings and forums. Utilizing different resources, media and Internet, to ensure transparency and efficient promotion.
- Organizing investment contests: elaborating contests regulation and procedure, drawing up competition documents; promoting of contest information and sending invitations to potential investors - participants to the contest; negotiating contractual terms and contracting; drawing minutes and ensure that the process is in the frame of the acting law and procedure.
- Coordinating at Government-level by presenting the evaluation procedure of participants' offers and argumentation the decision of the Contest Committee on Winner Company.

- Negotiating and coordinating contracts with tenant companies.
- Provided management oversight and monitoring the execution of contractual relations with resident companies on the Moldexpo's Territory.

Coordination with the Ecological Fund:

- Assisting in organizing and overseeing assignments, planning and coordinating in-house and outsourced resources.
- Elaboration of necessary documentation and application for grant from Ecological Fund for land design and arrangements.
- Budgeting including the contribution of receptor and resident companies and the solicited allocation from Ecological Fund. Managing operations budgets to keep costs low and maximize profits.
- Organizing of acquisition process of goods and services providers conforming to the necessities of grant proposals. Negotiating manufacturing service agreements and assuring quality standards.
- Preparing a variety of different written communications, intermediate and final reports and documents of execution of allocated funds.

## **Studii: Superioare**

### **Academy of Economic Studies of the Republic of Moldova, Chisinau (Moldova)**

*Absolvit în: 2005*

Facultatea: Business and Administration

Specialitatea: Master Degree in Business and Administration

### **Academy of Economic Studies of the Republic of Moldova, Chisinau (Moldova)**

*Absolvit în: 2004*

Facultatea: International Economic Relations

Specialitatea: Licentiate in Economics, Interpreter of French language