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📍 Chișinău

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Manager vinzari, PR manager

Despre mine

CURRICULUM VITAE

Name:

Maria

Surname: Movilă-Mogoreanu

Address, tel.: Chisinau Republic of Moldova

movilamd@yahoo.com, tel.: 069218419

Date of birth: January 7, 1982

Place of birth: Chisinau, Moldova

Nationality: Moldavian

Personal status:

Married, one child

Education:

Training:

Achievements:

Professional

Experience: 1997

2000

2002

2007

2006

2007

1998

2000

09/1999

02/2000

04/07/2005

22/07/2005

13/08/2005

24/11/2007

2008-2009

01/10/2009

01/11/2009

01/06/2010

15/11/2010

25/02/2012

21/05/2012

26/05/2012

05/2012

Up to present

18/12/2003

01/10/2008

01/09/2000

30/05/2001

23/07/01

14/12/04

15/12/2004

14/12/2007

Finance-banking College „A. Diordiță”

Faculty: Accountancy and Audit

Agrarian State University

Faculty: Accountancy and Audit

South Bank University, London, United Kingdom of Great Britain and Northern Ireland, Accounting (unfinished studies)

School of foreign languages „Linguata”

Certificate obtained for English translator

Office Manager Training

Center of Study „Mold - Didactic”

University of Westminster, London, United Kingdom of Great Britain and Northern Ireland , Department of Diplomacy and Applied Languages

Summer Course in English and Diplomatic Discourse

SOAS Centre, London, United Kingdom of Great Britain and Northern Ireland, International English Language and Testing System (IELTS)

Eurocenter Lee Green, London, United Kingdom of Great Britain and Northern Ireland, International English Language and Testing System (IELTS)

International Certificate, capacity Building in Public Accounting in Moldova. Course offered by Chartered Institute of Public Finance and Accountancy (CIPFA), UK and Center of Excellence in Finance, Slovenia

Expertise in the “Banca de Economii” JSC, universal commercial bank in the Credit Department.

Workshop organized by RISP1 project and CAPMU. Evaluation of environmental impact of the sub-projects financed by WB.

Capacity Building Seminar, Procurement of Goods, Works, and consulting Services in Bank funded operations in Kiev organized by WB.

Workshop organized by Oenologists' Union of Moldova, "Oenoturism in Moldova: supply, constraints and development paths"

Sustainable Wine Culture Tourism: Training for Trainers, Chisinau, Republic of Moldova

Member of the Steering Committee for Rebranding Tourism of the Republic of Moldova. Supported by Moldova Competitiveness Enhancement and Enterprise Development II Project (CEED II), Implemented by Chemonics International, Inc.

Public Adviser III-rd degree according to Civil Service Law

Public Adviser II-rd degree according to Civil Service Law

English teacher at the „N. Iorga” Lyceum, Chisinau

Like most educators, I was working with students from a broad range of cultural backgrounds. This diversity offers a great opportunity to use the language arts to construct, analyze and share knowledge and ideas. Other typical duties include the following:

- Planning lessons to meet curriculum standards
- Reading books and materials in preparation for class
- Delivering engaging, coherent lectures
- Modifying activities and assignments to meet the learning needs of individual students
- Selecting and integrating appropriate instructional materials for classroom instruction
- Grading tests, essays, reports and other assignments
- Meeting with students, parents and other educators to discuss student progress

Treasury Coordinator, State Treasury Department of the Ministry of Finance

Providing direct operational and administrative support to the Treasury Operations Teams as well as backup support for the Executive Office when required. As an integral member of the team I was finding myself in a fast paced environment interacting on a daily basis with both State Treasury Department Operations and external service providers.

Personal Assistant of the First Deputy Minister of Finance, Ministry of Finance of the Republic of Moldova

- Diary management, arranging meetings and typing correspondence for the First Deputy Minister of Finance.

Responsible for general office organization. Act as the office liaison person for HR issues and will therefore be in charge of recruitment, representation, training and daily supervision of support and showover staff.

Handle all facilities issues for the branch, produce excel reports, maintain accurate records of financial information, update databases and deal with any ad hoc administration.

General and secretarial duties, managing the reception, providing administrative support (travel arrangements, miscellaneous orders and purchases), meeting arrangements on a high level, providing oral and written translation, examination of documents and distributions to relevant departments,

Organizing the open days for public with various questions and matters. Responsible for the quality of work and outcome of performed activities by treasury department and external debt department.

Operational Officer of the Moldovan Embassy in the United Kingdom of Great Britain and Northern Ireland

Operational officer play an active, varied and high-profile role within many areas of the service and have the opportunity to participate at the international and diplomatic development.

- answering general written correspondence by letter or email;
- analysing and interpreting written material;

19/03/2008

20/10/2008

20/10/2008

10/09/2009

10/09/2009

20/04/2011

20/06/2011

20/07/2011

20/07/2011

23/01/2012

23/01/2012

06/07/2012

- dealing with queries by telephone from other departments, members of the public and overseas contacts;
- dealing with queries from the public face to face;
- updating travel advice and information;
- managing staff, including overseeing staff performance and carrying out annual appraisals;
- coordinating embassy's budgets;
- updating and completing personnel details, accounts and other administrative tasks;
- supporting and assisting colleagues with their policy work;
- undertaking other specific activities related to your particular area
- assisting British exporters/investors and individuals;
- working as an entry clearance officer, assessing visa applications and conducting interviews;
- Offering consular services to the Moldovan citizens.

Program Coordinator, Programs Planning, Coordination and Monitoring Division, Organization for Small and Medium-Sized Enterprises under Ministry of Economy

Programme planning: Facilitation of preparation of SME strategy and overall programmes; Methodological support to local administration in preparation of regional SME programs; Preparation of OSME Strategic plan; Preparation of projects aimed to enhance of the SME sector development in conformity with the State policies. Preparation of National Program of Economic Empowerment of Youth (NPEEY).

Programme implementation: Initiation, development and participation in implementation of projects, contributing to the implementation of SME strategy and programmes.

Monitoring and Evaluation (M&E): Preparation of M&E and impact assessment methodology of strategies and programmes.

Organization of monitoring of State Policy and Strategy on SME Sector. Development of SME development strategy progress reports, including recommendations to Government institutions.

Coordination: Creation and implementation of mechanisms for ongoing communication between government institutions, donor community and SME sector. Liaison with Government organizations. Liaison with SME Associations/facilitation of their capacity building. Liaison with Donors.

Head of Minister's Cabinet Office,

Ministry of Finance of the Republic of Moldova

Representing the ministry's policy and reputation in public, through both oral and written communications by becoming the face of the organization, interacting with employees, clients, the media etc. Managing the activity of press, secretarial, documents and security divisions.

The Minister's Cabinet Office sits at the centre of the Ministry of

Finance and provides the ministry's co-ordination function. The Cabinet Office has an overarching purpose of making Minister of Finance work better. The Department has two core functions that enable it to achieve this overarching purpose:

- Supporting the Minister – to define and deliver the Ministry's objectives and drive forward from the centre particular cross-departmental priority issues;
- Supporting the Cabinet – to drive the coherence, quality and delivery of policy and operations across departments.

Senior Expert, Credit Line Directorate under the Ministry of Finance

Operation with the credit lines provided by international organizations. Elaboration of Progress reports including recommendations to Government and international institutions. Monitoring and auditing of sub-projects. Elaboration of participation files especially procurement chapter for Competitiveness Enhancement Project. Elaboration of progress reports in EVIDA – program of debts and history monitoring of sub-projects also progress reports elaboration. Preparing bidding documents for procurement in accordance with standard World Bank procedures. Prepare evaluation reports in the format required by the World Bank. Providing assistance to wine exporting companies during all procurement process and monitoring after financing.

Translation of all documents relevant to credit activity.

Cooperation with all financial institutions and elaboration/translation of guides for operation with credit lines.

Credit expert

Participation in elaboration of Operation Manual for Wine-growing and Wine-making Sector Restructuring Program funded by European Bank for Investment and European Bank for Reconstruction and Development. Elaboration of ToRs for PIU staff.

Freelancer

Chief of the Tourism Department, "Purcari" Joint Venture.

Elaboration and realization of development strategy of the tourism department. Implementation of new projects that will increase sales and improve the services offered in Purcari Winery and in fact the main function is to create and to represent the product and find the best ways to sell it.

Typical activities include:

- representing a company's brand and reputation in public, through both oral and written communications
- producing tourist information, including art work, and writing press releases and copy for tourism guides/newsletters;
- setting up and attending exhibitions and holiday shows;
- organising special and seasonal events and festivals;
- devising and planning tours, and arranging itineraries;
- liaising with local operators, the media, designers and printers;
- managing staff, budgets and staff training needs;
- ordering products and services;
- providing funding and business advice support and sending e-newsletters to local businesses;
- developing e-tourism platforms, including websites, and constructing business databases;

- writing and presenting reports for top management;
- planning and writing funding applications;
- product development;
- giving talks to public authorities, community groups and schools, and handling media enquiries.

Strategic aspects of the work include:

- commissioning and/or producing tourism strategies and economic impact studies for implementation;
- lobbying the industry and government on strategic matters such as quality assessed accommodation, collation of national/international statistics;
- participating in marketing campaigns;
- undertaking market research with members of the public and visitors to particular attractions;
- providing a range of information on local resources and facilities;
- supporting the local tourism industry through providing promotional opportunities;
- encouraging the creation of a tourism group or similar body;

Language skills:

Language Reading Speaking Writing

Romanian excellent excellent excellent

Russian excellent excellent excellent

English excellent excellent excellent

Spanish good good good

French beginner beginner beginner

Computer skills:

EVIDA, MS Office, Windows (Word, Excel, PowerPoint), Internet Explorer, SuperLex.

Other skills:

Driving License "B" category. Communicable, unprejudiced, Able to work and communicate with representatives of any culture. All competences acquired in the University and Central Public Organizations. Able to coordinate and administer people, projects and budgets, capable to organise professional activities, able to find efficient solutions in different situations.

References:

Mariana Durllesteanu, Formal Minister of Finance of the Republic of Moldova

mdurlesteanu@yahoo.co.uk

Zinaida Greceanii, Formal Prime Minister of the Republic of Moldova

zgreceanii@gmail.com, greceanii.zinaida@gmail.com

Raisa Cantemir, Head of the Credit Line Directorate under the Ministry of Finance raisa.cantemir@arax.md

Dmitrii Stoyanov, Comercial Director, Bostavan Wineries Group
d.stoyanov@bostavan.md