



👤 40 years

♀ Female

📍 Chișinău

in

## TOP Skills

- **Customer relationship management** · 7 years
- **Reporting and project documentation** · 2 years
- **Managed budgets** · 2 years
- **Prepared project proposals** · 2 years
- **Support the General Manager in daily operations and cross-departmental coordination** · 11 months

## Preferences

- Full-time
- In-house

## Languages

- **Romanian** · Fluent
- **Russian** · Native
- **English** · Communication

## Skills

- Project & Financial Management
- Donor Reporting & Compliance
- Executive & Operations Support
- Communication & Coordination

**Contact details are available for a fee.**  
**Details here:**  
<https://www.lucru.md/ro/preturi/cv>

# Project Manager

## About me

Dynamic and results-driven professional with extensive experience in project coordination, operations management, and executive support within international and local organizations. Proven ability to lead cross-functional teams, manage budgets, and ensure compliance with donor requirements. Skilled in communication, reporting, and process improvement. Adept at managing multiple priorities with precision and professionalism.

## Work experience

**Assistant General Manager** · Smile Dent Team Lab  
· Chișinău

*January 2025 - November 2025 · 11 months*

- Manage executive calendar, correspondence, and meeting schedules.
- Provide simultaneous interpretation during management and partner meetings. • Draft reports, minutes, and Standard Operating Procedures (SOPs).
- Oversee logistics, document management, and task distribution through ERP software. • Prepare executive summaries and presentations for professional conferences.

**Skills:** Support the General Manager in daily operations and cross-departmental coordination

**Project Coordinator** · The Salvation Army, Moldova  
Division Headquarters · Chișinău

*March 2022 - April 2024 · 2 years 2 months*

- Designed and coordinated social projects supporting vulnerable groups including refugees, children, and the elderly.
- Liaised with foreign donors and partner organizations.
- Managed financial and narrative reporting and maintained project documentation. • Delivered translations and simultaneous interpretation (EN-RU-RO).
- Oversaw multiple project categories: Institutional Support, Community Development, Mission Support, Rapid Response, and Emergency Services.

**Skills:** Reporting and project documentation, Managed budgets, Prepared project proposals

- Problem Solving & Multitasking

**Founder & CEO · HappyTime.md – Kids Parties Agency · Chişinău**

*October 2010 - December 2017 · 7 years 3 months*

- Built and managed a successful children's events agency, overseeing 6,000+ events across 28 unique themes.
- Recruited and trained staff, developed entertainment programs, and managed business partnerships with 139 organizations.
- Supervised logistics, marketing, and customer relationship management with a client base of 2,947 contacts.
- Designed costumes, sets, and props; handled vendor contracts and negotiations.

Skills: Customer relationship management

**Desired industries**

- Top Management
- Management
- Office / Secretarial

**Education: Higher**

**Russian State University of Tourism and Service (RGUTiS) – Moscow, Russia Postgraduate Studies in Social Structure, Social Institutions, and Processes (2009-2010) Bachelor's and Master's Degrees in Sociology and Social Work (2004-2009)**

*Graduated in: 2010*

Speciality: Sociology and Social work