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Project Manager

About me

I am a project manager with a background in organizing community, educational, and sports events, including internationally funded projects. I have coordinated events of various scales, managed budgets and procurement processes, prepared narrative and financial reports for donors such as the EU and UNDP, and contributed to the launch of a digital platform. Over time, I have gained solid experience in project coordination, communication, ensuring smooth execution across different areas of project work.

Work experience

Data Entry Specialist · Crowdo · Chişinău

October 2023 - April 2025 · 1 year 7 months

- Gathered and organized information
- Built and updated databases
- Analyzed and corrected existing datasets
- Monitored statistics
- Ensured data confidentiality

Skills: Communication, Software proficiency, Attention to detail, Teamwork

Project Manager · EcoPro · Chişinău

June 2022 - February 2025 · 2 years 9 months

Responsibilities:

- Organized sports, educational, and community events (both small- and large-scale)
- Prepared budgets, managed expenses, and handled procurement
- Communicated with donors (EU, UNDP) and prepared financial and narrative reports
- Created marketing materials, presentations, posters, and managed social media
- Oversaw project website launch, ensured functionality and corrected errors
- Provided consultations to beneficiaries through various communication channels

Achievements:

- Successfully implemented and completed an international

👤 25 years

♂ Male

📍 Chişinău

TOP Skills

- **Reporting** · 2 years
- **Multitasking** · 2 years
- **Flexibility** · 2 years
- **Project planning** · 2 years
- **Communication** · 1 year
- **Software proficiency** · 1 year

Preferences

- Full-time
- In-house

Languages

- **Romanian** · Medium
- **Russian** · Native
- **Ukrainian** · Medium
- **English** · Elementary

Skills

- Reporting
- Event Management
- Budgeting Skills
- Project Planning

donor-funded project

- Organized over 9 events of various scales
- Developed and launched an online platform

Skills: Reporting, Multitasking, Flexibility, Project planning

Desired industry

- Management

Education: Incomplete higher

Moldova State University

Graduated in: 2022

Faculty: Economic Sciences

Speciality: Servicii hoteliere, turism și agrement

Courses, trainings

Training "Team managment & professional presentations"

Graduated in 2022

Organizer: SBC EVENTS