



Dorina Margine

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WORK EXPERIENCE

1 DEC 19 – CURRENT – Chisinau, Moldova

DEPUTY ADMINISTRATOR – FREE ECONOMIC ZONE „BALTI”

- External representation and international cooperation;
- Establishing relations with similar institutions from other countries and international organizations;
- Coordination and management of external assistance projects, elaboration of project proposals and ensuring implementation;
- Participation in national and international specialized fairs and forums;
- Providing support for the implementation of the Development Program for Local Suppliers;
- Establishing and maintaining relations with potential investors and analyzing their degree of satisfaction;
- Developing and maintaining relations with the Ministry of Economy, the Investment Agency, the Chamber of Commerce and Industry and other similar institutions;
- Financial reports preparation for the Ministry of Economy;
- Preparation of the Annual Budget;
- Leading the resident selection contest;
- Official correspondence management;
- Part of Supplier Development Programme team (working with the consulting companies from Germany & Czech Republic, on EFQM model evaluation of the local potential suppliers);
- Preparation and coordination of the resident contracts with the Ministry of Economy and Infrastructure;
- Issuing the Resident Certificates and Operating Authorizations.

Chişinău, Moldova

2 JAN 22 – 23 JUN 22 – Chişinău, Moldova

PROJECT ASSISTANT, SUPPORT TO VOCATIONAL EDUCATION AND TRAINING (VET) TO THE FIELD OF GREEN ECONOMY – GERMAN AGENCY FOR INTERNATIONAL COOPERATION (GIZ)

- Consultancy services;
- Elaboration of the project narrative report;
- Support for curricula development, etc

4 APR 19 – 9 AUG 19

EXECUTIVE DIRECTOR – THE ASSOCIATION OF EMPLOYERS FROM THE LIGHT INDUSTRY

- Elaboration of strategies and development plans of the Association;
- Annual budget planning;
- Preparing the reports for the Board of Directors and / or to the General Assembly regarding the activity of the Association;
- Solving the requests of the members of the Association;
- Representing the Association at various national and international events;
- Representing the Association in relations with local and international authorities and individuals;
- Developing, maintaining and consolidating long-term relationships with partners and financiers;
- Ensuring the efficient management of the organization's activities, human resources, financial-accounting activity and material resources.

Chişinău, Moldova

2 JUL 18 – 31 MAR 19 – Chisinau, Moldova

INVESTMENT PROMOTION MANAGER – FREE ECONOMIC ZONE „BALTI”

- Establishing and maintaining relationships with potential investors;

- Elaboration of the feasibility study regarding the creation of the Innovation, Research and Development Park in Engineering;
- Organizing the launch events of new projects;
- Ensuring the support of FEZ residents;
- Organizing contests for the new residents;
- Elaboration of PPT presentations;
- Ensuring the visibility of FEZ internally and externally, etc.

Chişinău, Moldova

16 – 18 – Chisinau, Moldova

MAIN CONSULTANT, ECONOMIC POLICY DIVISION – MINISTRY OF ECONOMY AND INFRASTRUCTURE

- Elaboration of draft normative and legislative acts in the field of attracting investments;
- Elaboration of policy proposals in the field of promoting the country's image and investment opportunities;
- Coordinating the activity of institutions in the field of investment promotion subordinated to the Ministry Economy and Infrastructure;
- Monitoring the process of promoting and implementation of the state investment policy and measures to stimulate investment activity, etc.

Chişinău, Moldova

14 – 16 – Chisinau, Moldova

SETTLEMENT SPECIALIST – MOLDOVAN INVESTMENT AND EXPORT PROMOTION ORGANIZATION

- Monitoring and evaluation of expenses according to the action plan of the organization;
- Preparation of financial reports related to the activity of the organization;
- Verification of financial reports related to grant contracts;
- Coordination and supervision of payments in the electronic treasury system;

Chişinău, Moldova

● **EDUCATION AND TRAINING**

31 AUG 21 – CURRENT

PHD IN ECONOMICS – Technical University of Moldova

1 DEC 18 – 6 DEC 19 – Warsaw, Poland

INTERNATIONAL ORGANIZATIONS – European Academy of Diplomacy

13 – 16 – Chişinău, Moldova

MASTER DEGREE IN ECONOMIC POLICIES IN INTERNATIONAL AFFAIRS – Free International University of Moldova

08 – 12 – Chisinau, Moldova

BACHELOR DEGREE IN FINANCE AND BANKING – Free International University of Moldova

● LANGUAGE SKILLS

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	B2	B2	B2
RUSSIAN	C2	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

My Digital Skills

Microsoft Word | Microsoft Powerpoint | Google Drive | Microsoft Excel | Outlook | Microsoft Office | Google Docs | Microsoft Teams | Zoom | Social Media

● ORGANISATIONAL SKILLS

Organizational Skills

- responsibility;
- flexibility;
- proactivity;
- good skills for settling conflicts and disputes, etc.

● JOB SKILLS

Job Skills

- Ability to work in a team;
- Decision making skills;
- Attention to detail;
- Punctuality, etc.