



Alina Guțu

Date of birth: 28/09/1986 | **Nationality:** Moldovan | **Gender:** Female |
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22/2, Maria Dragan Street, MD 2053, Chisinau, Moldova

WORK EXPERIENCE

01/02/2022 – CURRENT – Chisinau, Moldova

PROJECT MANAGER – TARGET GROUP WORLDWIDE

- monitoring ad campaigns
- relating with Creative and Finance Departments
- participating in meetings and brainstormings
- preparing documents as Contracts, Invoice, Cost Estimate, Certificates of Completion, etc.
- working with suppliers
- drawing up tender documentation

01/05/2021 – 30/11/2021 – Chisinau, Moldova

MEDIA&BRANDING MANAGER – THE NATIONAL OFFICE OF VINE AND WINE

- communication and brand awareness of country brand "Wine of Moldova" (on local and international market)
- managing elaboration of new identity of The National Wine Day 2021
- project manager of the global positioning of the "Wine of Moldova" brand
- working with local and international agencies
- monitoring ad campaigns / events
- media relations: update of media data base, writing and dissemination of PR articles, preparing monitoring reports
- writing post for Facebook, LinkedIn
- copywriting, proofreading, editing and translation
- draw up Technical Specifications for tenders
- participating in meetings and brainstormings
- drawing up weekly, monthly reports (written/ oral form), post-campaign reports
- relating with suppliers

Ref. contact: Parascovia Ignat, Head of Marketing Department, pignat@wineofmoldova.com

01/01/2020 – 01/11/2020 – Chisinau, Moldova

EXECUTIVE-CREATIVE PRODUCER – PIKO CREATIVE AGENCY

- Head of Account Service Department
- monitoring ad campaigns
- relating with Creative and Finance Departments
- participating in meetings and brainstormings
- preparing documents as Contracts, Invoice, Cost Estimate, Certificates of Completion, etc.
- working with suppliers
- drawing up tender documentation

Ref. contact: Constantin Șarcov, Founder and Creative Director at Piko Creative, smile@heypiko.com

11/01/2021 – 30/08/2021 – Chisinau, Moldova

PR&COMMUNICATION MANGER – OPPO MOBILE MOLDOVA

- developing marketing campaigns (concept, execution, reporting)
- working with Creative and Digital agencies,

- participating in meetings and brainstormings,
- performing copywriting, proofreading, editing and translation (PR articles, Social Media posts)
- preparing documents as Invoice, Cost Estimate, Certificates of Completion, etc.,
- working with suppliers (branding materials production)

Ref. contact: Petru Guțu, Head of Marketing&Media Strategist, gpetru@oppomobile.md

01/03/2018 – 01/01/2020 – Chisinau, Moldova

ACCOUNT MANAGER – OGILVY ADVERTISING AGENCY

- monitoring ad campaigns,
- copywriting,
- relating with clients via mail and phone, understand their needs and convert in tasks,
- relating with Creative and Finance Departments,
- participating in meetings and brainstormings,
- performing copywriting, proofreading, editing and translation,
- preparing documents as Invoice, Cost Estimate, Certificates of Completion, etc.,
- working with suppliers.

Ref. contact: Liuba Florica, Group Account Manager, Ogilvy Advertising, liuba.florica@indigo.md
Chisinau

09/2015 – 08/2017

INTERPRETER – “TECNIC CONSULTING INGENEERING” ROMANIA, SUBCONTRACTOR OF “SPEA ENGINEERING” GRUPPO ATLANTIA

Contract: Rehabilitation of R33 HINCESTI-LAPUSNA-M1 ROAD, Km 0+000 – km 37+200
Hincesti, Moldova

03/2015 – 08/2017

TRANSLATOR-INTERPRETER – INTERNATIONAL ROAD COMPANY "EVASCON EUROPE" SRL

- translating company's documentation (legal, economical, lab and technical terminology),
- acting as interpreter within high level meetings.

10/2014 – 02/2015

TRANSLATOR PART-TIME – PHARMACEUTICAL COMPANY “METATRON” S.A.

- translating articles (legal, pharmaceutical terminology),
- proofreading and editing mails and letters,
- communicating with international clients and suppliers via Skype, phone and e-mail,
- working with information on EU regulations, terms of Pharmacopeia

Chisinau

11/2013 – 02/2014

OFFICE MANAGER, TRANSLATOR (PART-TIME) – OIL COMPANY "CASCO PETROLEUM MIDDLE EAST"

Kurdistan, Iraq

11/2010 – 05/2016

TRANSLATOR – “MEDIA ONE” SRL

- translating (subtitles) films, tv shows,

- interpreter, tv show "Utro na STS".

Chisinau

04/2010 – 09/2010

SPECIALIST COORDINATOR – DEPARTMENT OF POLITICS, MANAGEMENT IN SCIENCES, ACADEMY OF SCIENCES OF MOLDOVA

Chisinau

12/2009 – 03/2010

SUPERIOR INSPECTOR, TRANSLATOR – ULIM UNIVERSITY

Foreign Students Department, ULIM

08/2009 – 12/2010

LABORANT – ULIM UNIVERSITY

Design Chair, IT and Design Faculty

Chisinau

● **EDUCATION AND TRAINING**

01/09/2010 – 30/06/2012 – Chisinau

MASTER DEGREE – State University of Moldova

Faculty of Foreign Languages, specialty Applied Linguistics (translation and interpretation of English Language).

01/09/2004 – 10/07/2009 – Chisinau, Moldova

BACHELOR DEGREE – Pedagogical State University "Ion Creanga"

Faculty of Foreign Languages, Specialty English/German Language and Literature.

01/09/1993 – 31/05/2004 – Chisinau

HIGH SCHOOL CERTIFICATE – High School nr. 35

● LANGUAGE SKILLS

Mother tongue(s): **ROMANIAN AND RUSSIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C2	C2	C2	C2
UKRAINIAN	C2	C2	B1	B1	B1
SPANISH	C1	B2	A2	A2	A1
GERMAN	A1	A2	A2	A2	B1
GEROGIAN	A1	A1	A1	A1	A2
GREEK	A1	A1	A1	A1	A2

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

● JOB-RELATED SKILLS

Job-related skills

communicative, pedant, responsabile, creative, accurate, good sense of humor