



CV

## PERSONAL DETAILS

<b>Full name</b>	<b>Nita Tatiana</b>
<b>Date of birth</b>	25 <sup>th</sup> January 1983
<b>Nationality</b>	Moldavian/Romanian
<b>Address</b>	Chisinau, Republic of Moldova
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## EDUCATION & Certifications

- **Lyceum “Natalia Dadiani”**
- **Institute of Political Studies and International Relation**  
(*Specialty International Relation and foreign languages*)
- State Institute of International Relations from Moldova,  
**Master study- Diplomacy – International Relations**
- State Institute of International Relations from Moldova, **doctorate study-** International Relations
- **MACEP General Accounting (course – 2019)**
- **UP TRAINING Romania** - Trainer Course and Course on Entrepreneurial, Financial, and Legal Skills (2024)

## PROFESSIONAL EXPERIENCE

- March 2022-till present – Director “**One Note**” SRL – B2B provider and legal and financial consulting of foreigners’ legal entities.
- September 2020 – till March 2022 – **Executive Director in GHESAR SRL – IT business solutions society:**
  - Developing and directing organizational strategy.
  - Drafting organizational policies and strategies.
  - Overseeing day-to-day business activities.
  - Conducting performance reviews.
  - Preparing comprehensive budgets, business-cases.
  - Reporting on revenue and expenditure.
  - Coaching department heads.
  - Overseeing financial accounts.
- September 2020 –till march 2022– **Business Development Manager in Royal Service Park SRL – B2B consultancy company:**
  - Contacting potential clients to establish long-term partnerships.
  - Planning and overseeing new marketing initiatives.
  - Researching organizations and individuals to find new opportunities.
  - Increasing the value of current customers while attracting new ones.
  - Finding and developing new markets and improving B2B services.
  - Attending conferences, meetings, and industry events.
  - Developing quotes and proposals for clients. Preparation of tender documents.
  - Developing goals for the development team and business growth and ensuring they are met.
  - Training personnel and helping team members develop their skills.
- April 2021 –till present– **President of the NGO School Medicine in Republic of Moldova**
- September 2020 – June 2021 – **Project Coordinator in NGO “DOCTOR PLUS”:**
  - Coordinating the project financed by European partners in Moldova ( KAS, Dezvolt.eu)
  - Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
  - Organizing, attending, and participating in stakeholder meetings.

- Work with various members of the project team, local authorities and beneficiaries
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes and providing administrative support as needed

➤ August 2017 – September 2020 – **Manager Site Chisinau in VEO WORLDWIDE SERVICES-B2B consultancy services:**

- Managing and leading the project team (administrative duties)
- Following the budget and monthly reporting of outgoings (Workflow/bank payments, ROI)
- Developing of progress and developing plan of the site
- Preparing the reports for the Board and Committee (KPI's reports)
- HR (Animating, evaluation, motivation)
- Recruitment (Recruiting events, hiring documents etc.).

➤ February 2015 – 31 May 2017 – **Project manager/ Deputy Director of Senegal Distribution Centre- SDC SARL (Agency of SUMMA INTERNATIONAL COMPANY construction company in Senegal):**

- Managing and leading the project team (administrative and financial duties)
- Recruiting project staff (communication & social performance)
- Developing and maintaining a detailed project plan (planning & project management)
- Monitoring of sales and logistics process (following every detail)
- Providing status reports to the project sponsor (daily reports- Cash Flow/Bank/Sales, KPI)
- Including Export management and Customs duties (purchasing, logistic and calculation of custom tax

➤ June 2010- January 2015 Press agency “**Media Pres Grup**” SRL as General Director: general management of company, HR and recruiting of specialist. Planning, monitoring and management of outgoings. Preparing work plans, budgets and results measurements. Editorial Planning. Scheduling.

➤ April 2013- September 2013 (part time) – **Press secretary of Child Ombudsman**

➤ February 2009- October 2010 – **NGO “MOTVATIE” from Moldova** as Sustainable Coordinator - (Develop, plan, coordinate and implement activities including, but not limited to seminars, conference, workshops, short courses, clubs, shows, public events and other programs. Coordinate new ideas and concepts for sustainability programming themes and identify materials and resources to supplement, expand or replace existing sustainability programming. Develop plans and schedules for release of publicity materials. Assist in the preparation of budgets and grants: monitor, verify and reconcile reconcile expenditure of budgeted funds as appropriate. Oversee the execution of projects receiving grants. Publicize the results of granted projects.

➤ April 2008- November 2008- **Arhiconi Grup SRL- as Executive Assistant/HR Manager** (Administrative and managerial responsibilities. Responsible for scheduling: travel, meetings, speaking and other appointments. Manage the flow of information to members of the executive leadership team. Preparing and formatting information for internal and external distribution: writing letters and memos, compiling data for reports, creating PPT presentations, writing reports, transcribing dictation, editing, proofreading and other information preparation duties. HR duties. Planning strategies about staff requirements, Recruiting staff- this includes developing job descriptions and person specifications, preparing job announce, checking application forms, shortlisting, interviewing and selecting candidates. Preparing staff sketch.

➤ January 2008-april 2008- **Media Stil Grup SRL-** as Commercial Director (Preparing Marketing strategy/ sales strategy of advertising aspect; Organizing and implementing the strategy of marketing sales services; Analyzing advertising market; Negotiate with the potential clients about necessary advertising campaigns; Prepare the contract of delivery of advertising services.

➤ October 2007- December 2012- **ENSEDDO SR-** as Legal representative (part time) – **Switzerland company** with direct investment in buy/sell of land (local market prospecting of selling offers. Checking of legal documents (including legalize of property documents to the state authorities). Negotiating of price (assuring the payments of contracts/ fiscal obligations). Registration and changing

of destinations of lands area (according to the request split/merge of Parcels). Reporting (cash flow, bank movements, forecast).

➤ January 2007-till 31 October 2007 **LEOGRAND SRL- as Administrative Manager, CROWN PLAZA, real estate project** (Planning, budgeting and coordinating the activity for increase the sales of apartments. Acting according to the Sales strategy. Preparing and sign the contract of invest, warranty and delivery acts. Negotiate contracts for utilities and other services, preparing the necessary acts for connection of technical appliance, gas, electricity, water etc. Preparing and payment of the bills. Preparing annual budget of the Crown Plaza.)

➤ September 2006 - January 2007 **LEOGRAND SRL- as assistant Sales Department, CROWN PLAZA project**

➤ July 2006- September 2006 **RESAN SRL** – as *secretary-referent* – CEO's assistant

➤ November 2005-May 2006 **Sudzucker Moldova SA – as assistant of Sales Department** (Provide office support, Preparing reports, databases and sales proposals for prospective customers. Planning of meetings, stock control management).

➤ September 2004 - October 2005 **Comecoteh SRL – as office manager** (Organize and ensure administrative support)

➤ March – November 2003 **IFM SRL** as interpreter (eng-rom, rom-eng, eng-ru, ru-eng)

## LANGUAGE AND COMPUTER SKILLS

### ➤ Languages

- Romanian Native
- Russian Fluent
- English Fluent
- French Fluent
- German Beginner
- Spanish Beginner

### ➤ Computers

- Microsoft Word, Excel, Access, Adobe Photo shop, Power Point, Publisher
- Accountancy: 1C, SAP, SAGE, GUSTO

### ➤ Others

- (Driver card cat. B)