

CURRICULUM VITAE

Dina Sadovic

Project & Event Director

Live Beat Production SRL

Chişinău, Republic of Moldova

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Availability: Moldova | Romania | Bulgaria | European Union

EDUCATION

Bachelor's Degree in Marketing and Public Relations International Management Institute, Chişinău, Republic of Moldova.

- Specialization in strategic communication, brand management and public relations
- Academic grounding in marketing research, media communication and campaign planning

PROFESSIONAL PROFILE

Project Director with extensive experience in **international travel coordination, event logistics and operational management** for complex, multi-country projects. Proven ability to plan, coordinate and deliver end-to-end logistical services for international participants, institutional stakeholders and professional audiences.

Strong expertise in managing international flights, local transport, accommodation, venues and event-related services, ensuring full compliance with timelines, budgets and quality standards. Highly experienced in working under pressure, responding to last-minute changes and coordinating multiple service providers across different countries.

Recognised for a structured, solution-oriented approach, clear communication and the ability to act as a reliable operational partner for international organisations and donor-funded projects.

CORE AREAS OF EXPERTISE

- International travel coordination (flights, ticketing, changes, disruptions)
- Local transport logistics (airport transfers, inter-city transport)
- Accommodation management and rooming lists
- Venue sourcing and event logistics coordination
- Audio-visual and technical setup coordination
- Supplier and subcontractor management
- Budget optimisation and cost control
- Centralised logistics documentation and reporting
- Risk management and contingency planning
- Stakeholder communication in international environments

PROFESSIONAL EXPERIENCE

Live Beat Production – Chişinău, Republic of Moldova

Project Director

2018 – Present

As Project Director, responsible for the overall planning, coordination and delivery of travel and logistical services for international and regional projects.

Key responsibilities include:

- Full coordination of **international travel** for speakers, experts, partners and staff, including flight sourcing, comparative analysis, ticketing and operational follow-up
- Organisation of **local transport services** (airport transfers, inter-city transport), ensuring safety, reliability and cost-efficiency
- Management of **accommodation arrangements**, including hotel sourcing, comparative tables, booking confirmations and rooming lists

- Coordination of **venues, technical equipment and catering** for conferences, workshops, trainings and public events
- Preparation of structured logistical documentation and centralised tracking files
- Direct coordination with clients, institutional partners, suppliers and subcontractors
- Management of last-minute changes, cancellations and unforeseen logistical challenges
- Supervision of on-site operations and technical teams during events
- Ensuring compliance with deadlines, budgets and quality standards

RELEVANT PROJECT EXPERIENCE

- International conferences and workshops with participants from multiple countries
- Multi-day events requiring full logistics coordination (travel, accommodation, venues, technical production)
- Projects involving cooperation with international partners and professional service providers
- Corporate and institutional events delivered under tight timelines and complex logistical conditions

REGIONAL KNOWLEDGE

- Practical operational knowledge of **Moldova, Romania**
- Strong network of local transport providers, hotels, venues and technical suppliers
- Experience working with international participants and cross-border logistics

LANGUAGES

- Romanian – Native
- Russian – Native
- English – Professional working proficiency

ADDITIONAL INFORMATION

- Used to working in English with international organisations
- High availability and responsiveness
- Strong attention to detail and documentation accuracy
- Solution-oriented and proactive working style