

Olga Cazacu-Ustunel

Mobile: +373 69264088

Olga.lcmagency@gmail.com



Career Snapshot

- 6 years performance in Events field: management, marketing and customer service & support roles.
- Expert in customer care/communications, problem-solving, relationship building and user training and support.

Computer Skills

- Expert in Windows OS
 - Typing Touch (Romanina/English)
- Expert knowledge in MS Office.
- Knowledge in Opera and Hotsos
- Zoom

PROFESSIONAL EXPERIENCE

A professional team player, with a commitment to customer service, marketing, speaking 4 languages, ability to communicate confidently at all levels. Has a highly organised approach and a reputation for delivering a high quality of service to both junior and senior work colleagues. Skills include computer networking, analytical thinking and creative problem-solving.

WORK EXPERIENCE

COMPANY: OVERLINELOGISTICEVENTS SRL

DESIGNATION: DIRECTOR/FOUNDER

DURATION: 25 NOVEMBER2024-PRESENT

Projects & Trainings organized for WHO

provided exclusive support in promotional materials, catering, venue management, logistical arrangements, and accommodation for the following programs:

- ✓ airway management
- ✓ advanced trauma life support (atls)
- ✓ advanced surgical obstetrics (aso)
- ✓ advanced surgical skills for primary surgery (asp)
- ✓ eap hrh meeting
- ✓ tracking amr country self-assessment survey
- ✓ strengthening knowledge in coordinating responses to cross-border threats under the international health regulations (ihr)
- ✓ etc..

Event coordinator – Moldova Digital Summit 2025 / February – July 2025

coordinated all phases of event planning and execution for one of moldova's largest technology and innovation gatherings, attended by 3500 participants from government, private sector, and international organizations.

key responsibilities and achievements:

- ✓ managed end-to-end event logistics, including venue selection, technical setup, stage design, and supplier coordination.
- ✓ oversaw speaker management, agenda alignment, and international guest support.
- ✓ coordinated production of promotional materials, branding, and on-site signage.
- ✓ managed catering, accommodation, and transport arrangements for vips and delegations.
- ✓ supervised on-site operations with a team of staff and volunteers, ensuring smooth event flow.
- ✓ collaborated with media partners to maximize visibility and post-event coverage.
- ✓ ensured adherence to budget, timeline, and quality standards.

Ready Risk Event Moldova2025

Organized and coordinated key event elements, ensuring a high-quality experience for all participants. responsibilities included:

- ✓ printing and preparation of event materials (agendas, name badges, promotional items).
- ✓ management of video and photography services for event coverage.
- ✓ coordination of led screen setup and sound system installation.
- ✓ selection and distribution of branded gifts for participants.

Courses

- Marketing Specialist course.
- Advanced Business English course.
- Customer Service Training

Area of Expertise

- Marketing
- Social Media
- Events
- Presentation skills
- Professional sales
- Office Management
- Office procedures
- Decision making
- Professional writing
- Business Administration

Strengths

- Technically sound abilities and willingness to communicate problems and solutions.
- Humble and positive attitude, ability to learn from experience logically and creatively.
- Quick learner, problem solving attitude, smart working approach at work.

COMPANY: LOGISTICA SI COMUNICARE SRL
LAST DESIGNATION: SALES & EVENT MANAGER

DURATION: MARCH 2022 TO PRESENT

- ✓ Attending events to ensure they run seamlessly and that attendees receive the best possible experience, including troubleshooting where issues arise and managing internal staff and 3rd party suppliers during the event
- ✓ Coordinating events within agreed schedules, scope and budgets
- ✓ Reporting on event feedback and attendance
- ✓ Managing and building effective relationships with external suppliers, including negotiating cost-effective/discounted rates
- ✓ Financial Management
- ✓ Supervise, assign duties, and coordinate work schedules of information technology staff and assist them in resolving issues.
- ✓ Create, implement, and monitor detailed projects to ensure standards and deadlines are met
- ✓ Completing of workflow documents
- ✓ Managing ZOOM platform and report documents

COMPANY: RADISSON BLU LEOGRAND
DESIGNATION: MEETING &EVENTS SALES EXECUTIVE

DURATION: MARCH 2020 TO FEBRUARY 2022

- ✓ Co-ordinating all elements of the event (both client facing and internal events). This includes sourcing and selecting venues and/or virtual event platforms, audio-visual services, other event services suppliers and speakers;
- ✓ Ensuring all relevant contractual processes have been carried out; ensuring that all parties involved in the event are fully briefed; ensuring effective external communication; managing invitation mailings and delegate responses (including post event updates within Salesforce);
- ✓ Ensuring effective internal communication and the briefing of internal staff before each event; organising event collateral
- ✓ Coordinating events within agreed schedules, scope and budgets.
- ✓ Reporting on event feedback and attendance
- ✓ Attending events to ensure they run seamlessly and that attendees receive the best possible experience, including troubleshooting where issues arise and managing internal staff and 3rd party suppliers during the event.
- ✓ Managing and building effective relationships with external suppliers, including negotiating cost-effective/discounted rates.

COMPANY: BERLIZZO
DESIGNATION: SENIOR PROJECT MANAGER

DURATION: AUG 2019 TO MARCH 2020

- ✓ Providing on-site leadership for project team by building and motivating team members to meet project goals, adhering to their responsibilities and project milestones
- ✓ Full project life cycle ownership: successful project delivery will include full implementation from initiation to deployment for one major or several minor initiatives simultaneously
- ✓ Managing all aspects of multiple related projects to ensure the overall program is aligned to and directly supports the achievement of strategic objectives
- ✓ Reporting on project success criteria results, metrics, test and deployment management activities
- ✓ Working creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence
- ✓ Maximizing each sales opportunity with the existing and prospective customers while developing and maintaining key client relationships
- ✓ Participates in company and industry events and conferences
- ✓ Works on special projects and contributes to team effort
- ✓ Good communication and collaboration skills to work with other team members
- ✓ Building and maintaining client relations
- ✓ Proactively pursue new business and sales opportunities
- ✓ Solve problems for clients and customers by developing innovative and tailored sales solutions

COMPANY: COMPLEX VATRA
DESIGNATION: PR& MARKETIN MANAGER

DURATION: FEB 2016 TO SEPT 2019

Responsibility & Experience:

- ✓ Revising the company Audience Development Plan and supplementing it with a new marketing and PR strategy which is responsible for implementing Development of PR & Marketing materials from concept, sourcing/ editing copy & proof-reading, developing a marketing communications plan including strategy, goals, budget and tactics.
- ✓ Develop media relations strategy, seeking high-level placements in print, broadcast and online media.
- ✓ Create content for press releases, by line articles and keynote presentations.
- ✓ Evaluate opportunities for partnerships, sponsorships and advertising on an on-going basis.
- ✓ Devising and implementing social media strategy and subsequent schedules.
- ✓ Managing guest lists for concerts and events
- ✓ Perform front-of-house role at all concerts and events
- ✓ Primary guest liaison at events
- ✓ Plan and manage guest events including guest receptions and be first point of contact for all operational level agencies

EDUCATION

Date: SEP 2014 JUNE- 2017

Bachelor degree in Finance Faculty – Academy of Economics Studies of Moldova

PERSONAL DETAILS:

Name	: Olga Cazacu Ustunel
Date of Birth	: June 1,1994
Sex	: Female
Marital Status	: Married
Languages	: Fluent Romanian, Russian, Turkish and English
Nationality	: Moldovian
Hobbies	: Reading, Traveling, Music