



IRINA GRISCA

www.linkedin.com/in/irina-grisca/

LANGUAGES

Romanian - native

English – proficient

Russian - proficient

SKILLS & ABILITIES

Communication skills

Technical skills (Office, Adobe, Canva)

Problem-solving skills

Teamwork skills

Adaptability and flexibility

Leadership skills

CONTACTS

Chisinau, Republic of Moldova

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E griscair@gmail.com

EXPERIENCE

IHUB CHISINAU

2018-PRESENT

Project Manager, iHUB Chisinau Chisinau | 2020 - Present

- Managing educational, women&youth empowerment projects in ICT in partnership with donors (UN Women, SlovakAid)
- Coordinating activities, and the budget based on set procedures
- Coordinating the team, and beneficiaries
- Responsible for communication with partners and donors
- Financial and narrative reporting
- Managing procurements based on set procedures
- Organization of events: community meetups, hackathons, summits, conferences etc.
- Coordinating the communication, and visibility strategy

General Manager, iHUB Chisinau Chisinau | 2018 - 2022

- Management of a coworking space/hub in Chisinau
- Coordination of company's operations, staff/hiring staff
- Overseeing budgets, and administrative procedures
- Managing existing clientele and attracting new customers
- Drafting contracts
- Setting internal procedures and ensuring their implementation
- Coordinating communication and promotion campaigns
- Managing procurements and logistics

MEDICALTOURISM.REVIEW STARTUP

2018-2020

MARKET RESEARCH AND CONTENT MANAGEMENT

Market Research:

- Conduct primary and secondary market research to understand industry trends, consumer behavior, and market opportunities

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- Analyzed data and market insights to develop recommendations for the company's business and product strategies
- Monitored competitors and industry news to stay informed on market trends and changes

Content Management:

- Developed and executed a content marketing strategy that aligns with the company's overall marketing and business goals
- Create and manage high-quality content for multiple platforms, including website, blog, social media, and email marketing
- Ensure all content is SEO optimized to improve search engine visibility and drive traffic
- Manage content production, including writing, editing, and publishing content

TV8, MOLDOVA

2017-2018, REPORTER/SMM

- Writing articles for the media outlet
- Editing video reports, and designs
- Managing social media accounts

EDUCATION

Moldova State University Chisinau | 2015 - 2018

Bachelor's degree - Journalism and Communication

IHECS, Brussels, Belgium | 2017 – 2018

Erasmus+ experience in Social Communication Studies

Technical University of Moldova Chisinau | 2020 - 2022

Master's degree - IT for Business