



Otilia Cotruța

PROJECT MANAGER

I currently work as the Executive Director of the Realitatea Press Group, coordinating the team's activity and communication projects within the group and for the company's clients.

PERSONAL

Email address

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Telephone number

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Address

Bănulescu Bodoni str., 57,
Chișinău, Republic of Moldova

Postal code

2012

City/Town

Chișinău

Date of birth

13.11.1992

Place of birth

Republic of Moldova

Driver's license

B

Gender

Female

Nationality

Moldova

SKILLS

Planning and forecasting

Budgeting

Tracking and monitoring

Meeting facilitation

Communication

Collaboration

Problem solving

Organization

Adaptability

WORK EXPERIENCE

Executive Director

Oct 2021 - Present

Realitatea Press Group, Chișinău, Moldova

- Promoting the company and making full use of its work capacity, by identifying new clients and contracting projects.
- Coordinating and harmonizing the company's objectives with the available resources.
- Leading and ensuring the balance between the company's functions: development, marketing, production, commercial human resources.

Project Manager

Sep 2020 - Oct 2021

Realitatea Press Group, Chisinau

- Ensuring communication with project partners and compliance with contractual obligations arising from partnership agreements.
- Preparing and organizing the activity plans within the project and ensuring the necessary resources to achieve the project objectives.
- Administration of the project budget in accordance with the applicable internal procedures and with the conditions of the financier.
- Capitalizing and developing opportunities during the implementation of the project.

Editor en Chief

Feb 2020 - Oct 2021

Bani.md, economic news site within the Realitatea Press Group, Chisinau

- coordination of the editorial team;
- identifying key topics to be covered in the news;
- gathering information and writing materials in the specific field;
- participation in the design of the content of the publication;
- maintaining a permanent relationship with the representatives of the companies and with those of the institutions in the field, identifies new sources;
- participation in press conferences, seminars, presentations, etc.;
- contributing to the promotion of the image of the economic news site.

Director of Communication

Aug 2017 - Feb 2020

Arya Business Group, Chisinau

LANGUAGES

- Coordination of the social project **Parcul Meu** (planning the actions carried out within the social project, coordinating the communication actions, organizing the events, communicating with the media)
- Elaboration, implementation and updating of the communication strategy regarding the investment project "**Restaurant Doina**" SA, communication with the media, coordination of the process of creating the visual identity of the investment project.
- Increasing the visibility of the company "**Miso Textile**" SRL, in order to facilitate the hiring process of factory operators (online presence and communication)
- Providing support to the Department of Human Resources in developing and implementing the internal communication strategy;
- Creating promotional materials for external projects.

Public Affairs & Communications Manager

Mar 2017 - Aug 2017

„Orhei - Vit" SA, Chisinau

- Development, implementation and updating of the company's communication strategy;
- Press communication;
- Communication with stakeholders;
- Coordination of sponsorship activities;
- Planning, organizing and coordinating events (press conferences, social events, round tables, trainings, etc.);
- Coordinating the online communication process;
- Development of projects designed to support the consumption of natural and organic juices in the Republic of Moldova;
- Providing support to the company's Export and Marketing departments;

Editor en Chief

Feb 2013 - Mar 2017

Bani.md, economic news site within the Realitatea Press Group, Chisinau

- coordination of the editorial team;
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- participation in the design of the content of the publication;
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- participation in press conferences, seminars, presentations, etc.;
- contributing to the promotion of the image of the economic news site.

STUDIES AND CERTIFICATES

Communication Specialist

Sep 2011 - Jun 2014

State University of Moldova, Chisinau

Professional Accounting Studies

Sep 2008 - Jun 2012

ASEM National College of Commerce, Chişinău

European Project Management

Sep 2015 - Jul 2017

Academy of Economic Studies of Moldova, Chisinau