

Cover Letter

From: Natalia OCHINCA **To:** Energy Efficiency Agency

Chişinău, str. Alecu Russo 1, bloc A1, Etajul 10, MD-2068

Subject: National Project Administration Assistant.

Dear Sirs,

This is my Cover Letter according to the Terms of References of the National Project Administration Assistant for GCIP Moldova.

I finalized the Academy of Economic Studies and my Bachelor's and Master's degrees are in Economics. Also, I attended some training courses on fundamentals of financial and management accounting and the Microsoft Office program which helps me to better manage the project activities and tasks.

During the last 8,5 years, for the period from 2013 until now, my professional activity was focused on the administrative support of the different departments of the project DevelopmentAid.

DevelopmentAid (<https://www.developmentaid.org/#!/donors>) is a leading, innovative organization providing comprehensive information services for the international developmental sector in special supporting activities in the area of international donors. DevelopmentAid provides details on active projects worldwide from Governmental Development Agencies, International Financial Institutions (IFIs) and Multilateral Donors. By providing a nexus of funding opportunities DevelopmentAid is specialized in connecting multilateral organizations such as World Bank, UNDP, UNOPS, UNIDO, development agencies such as European Commission, USAID, JICA, and individual consultants working for international development.

During my activity in DevelopmentAid I had the great opportunity to organize public events, training for international and national consultants, and B2B meetings.

I have a very clear understanding of project administration, as I worked to prepare dossiers for calls for the application of the Donor Organization in different areas of activities and I have managed projects in all phases of activity.

I'm very result-oriented as, sometimes, our tasks were focused on the specific targets, and always, in my activity, all objectives were achieved and all tasks were performed on time and budget.

I studied the basic components of the GCIP Moldova project, and the main components focused on Transforming early-stage innovative cleantech solutions into scalable enterprises and developing cleantech innovation and entrepreneurship ecosystems are very familiar to me.

In my activity in AIESEC, when I worked on exchanging information about various programs and schools that specialized in business and economics, I met a lot of innovative young entrepreneurs

and newly created companies, and I worked on supporting them to be more active at the international level.

I'm very well familiar with the **Global Entrepreneur program of AIESEC** which provides graduates and undergraduates with the opportunity to gain professional working experience in a start-up abroad.

Also, I know very well the **Global Talent program of AIESEC**, where the young people work abroad with entrepreneurs in startups, accelerators or incubators, SMEs, and companies to advance their goals and grow; thus developing an entrepreneurial stint through a global opportunity allowing yourself to expand your network and develop on a personal and professional level.

I know very well the administrative processes because I'm working daily on the administrative activities, also, I have finished some training courses as "Fundamentals of financial and management accounting" of Politecnico di Milano and "Work Smarter with Microsoft Excel" of Microsoft on the Coursera platform, and these courses help me to perform my daily tasks.

I believe that my experience in working with the main donor organizations makes me the best candidate for the position of National Project Administration Assistant of the GCIP Moldova project.

Please do not hesitate to contact me if you have any questions about my application.

Best regards,
Natalia Ochinca

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