

CURRICULUM VITAE
CAROLINA CECAEVA

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SUMMARY STATEMENT:

- Administrative, consultation and translation services for state and private international and Moldova-based institutions, organizations and companies; project writing, implementation and management skills;
- Enhanced communication skills and cross-cultural experience; ability to liaise with stakeholders, to mediate and negotiate; experience in organizational design and management;
- Ability to monitor and evaluate administrative and technical matters, to analyze and process high volumes of information, to perform research and analysis, to design strategic progress plans and roadmaps for activities' development;
- Romanian and Russian – native proficiency; English – full professional proficiency; French – limited proficiency; German – elementary proficiency;
- PC literate (Microsoft Office Suite, customized ERP software, site administration);
- Driver's license ("B" category);
- Values: integrity, responsibility, self-motivation, creative/innovative thinking, commitment to results and quality, respect, cooperation, positive attitude, open-mindedness, continuous development etc.

PROFESSIONAL EXPERIENCE:

May 2016 – October 2019

Freelancer providing:

- Project and business plan writing services;
- Consultation services in the field of e-commerce (owner of e-stores at Shopify);
- Simultaneous, consecutive and written translations (any specific terminology) for businesspersons and international organizations (e.g. US Chamber of Commerce, UNDP, WHO, UN Office on Drugs and Crime, GIZ, EU projects, USAID projects, Keystone Human Services International, medical institutions etc.);

April 2018 – July 2018

*United States Department of the Treasury/TAMP Project/World Bank, IMF
Project Analyst*

- Carried out research and analysis of data & information related to TAMP activities;
- Provided interpreting services during trainings and official meetings; translated various documents.

February 2017 – October 2017

*International Academy of Politics and Economics (AIPE), Moldova
Coordinator*

- Contributed to the establishment of the AIPE office and coordinated all AIPE activities;
- Contributed to the design of the *aipe.md* website and managed it;
- Promoted the AIPE via social networks, social media, TV8;
- Structured course/syllabus content; organized AIPE courses from A to Z;
- Organized international conferences;
- Devised several blockchain-based projects on govtech, medtech, ecotech (concept, white paper).

October 2016 – December 2016

*OSCE/ODIHR, Moldova
Senior Executive Assistant to the OSCE/ODIHR Head of Mission*

- Provided general support to the Head of the OSCE/ODIHR Election Observation Mission to Moldova during presidential election 2016;
- Performed written and verbal translations; provided information research upon request.

February 2015 – October 2017

*Party of Progressive Society/PSP (extra-parliamentary party)
Political Bureau Member (September 2016-October 2017), volunteer work*

- Elaborated the new PSP Constitution (team work) and other legal documents; elaborated the party's Code of Ethics and Conduct, the PSP Strategy for development, the Calendar of activities;
- Helped organize the 2nd PSP Congress (invited over 100 supporters/members out of 320 invitees);
- Organized round tables with mass-media, participated in the round tables discussions;

- Represented PSP at meetings/round tables with the Central Electoral Commission;
- Created social media posts, text/video content for promotional videos;
- Maintained the PSP membership database; kept records of drafted documents and working papers;
- Organized many field visits (30-40 participants each) to the northern, central and southern parts of Moldova;
- Participated in all the Political Bureau Member meetings.

October 2004 – May 2016

“Interaction” NGO, Transnistria, Moldova

Board Member, International Department Manager, part-time

- Implemented the “Interaction” NGO projects to meet the development purposes, focusing on: children’s rights, anti-trafficking activities, promotion of the rights of vulnerable social groups (e.g. children from orphanages and boarding schools, single mothers, multiple-children families), prevention of domestic violence, providing psychologic counselling, implementation of cultural and health-related activities, youth engagement in civil society development, education enhancement, regional development;
- Established contacts with various local and international organizations; liaised between the interested parties;
- Elaborated technical proposals, projects to secure grants; devised project baseline management plans; performed program/project management and evaluation, prepared status (progress) reports, coordinated the projects’ cycle;
- Assisted with preparation of training programs; organized and carried out training activities;
- Established partnerships to promote human rights, especially among vulnerable groups of people in urban and rural communities; conducted public awareness campaigns;
- Represented “Interaction” NGO at external meetings, international conferences.

November 2005 – March 2016

ECENTRU-COM, Moldova

Internet Project Manager, part-time job

- Devised and implemented Internet projects for international markets (conceptual outline, key elements’ description, projects’ structuring, co-working with the technical support team etc. to produce turn-key products) – over 30 projects in portfolio;
- Prepared legal materials for the websites in English (terms and conditions of use, warranties and liabilities, disclaimer notices, privacy and security policy, copyright etc.);
- Performed Internet research, data analysis and processing;
- Provided genuine web content for various projects/websites;
- Adjusted web content to enhance search engine optimization/SEO;
- Handled customer communication management.

October 2014 – December 2014

OSCE/ODIHR, Moldova

Executive Assistant to the OSCE/ODIHR Head of Mission

- Provided general assistance to the Ambassador of the OSCE Office for Democratic Institutions and Human Rights in order to carry out the Election Observation Mission during the 2014 Moldova parliamentary elections;
- Managed the online activities’ calendar; prepared meetings’ agenda and ensured follow-up actions;
- Provided translation and interpretation services during meetings with high-ranking officials from local political parties as well as local and foreign diplomatic missions in the course of parliamentary elections;
- Provided backup support for legal, media, national minorities and political sections of the EOM when required; prepared minutes of the meetings and field trip narrative reports;
- Identified necessary information and assisted in preparation of the EOM reports.

December 2009 – May 2010

Peace Corps Msoldova

Medical Assistant

Provided overall medical assistance to approximately 120 American Peace Corps Volunteers as follows:

- Responded to patients’ queries and requests for assistance, liaising with office healthcare staff as well as medical specialists from outside;
- Ordered and dispensed prescribed medications; replenished, managed the pharmaceutical inventory;
- Performed basic medical/laboratory tests; collected specimen to be submitted to local and overseas medical facilities;
- Maintained all types of medical and patient incoming/outgoing records, including medical electronic databases; handled medical correspondence; organized the medical office filing system (printed and electronic databases);
- Kept track of medical office expenses and financial records;
- Served as medical translator and interpreter.

April – October 2005

United Nations Organization in Moldova
UN Coordination Associate

- Provided coordination and advisory services for the implementation of the Common Country Assessment/United Nations Development Assistance Framework (CCA/UNDAF) in Moldova;
- Liaised with the UN entities to ensure linkages between all UN programmes; provided support to the UN Country Team and CCA/UNDAF local and international consultants and working groups;
- Provided support for coordination of relevant country analysis documents, studies, reviews, progress reports; compiled data and analyzed results for the UN Annual Work Plan in collaboration with programme, project, management and operations teams of the UN agencies;
- Ensured logistical arrangements for implementation of the planned activities (e.g. conferences, workshops, external and internal meetings);
- Prepared and issued contracts, memorandums, payment requests and other documents;
- Monitored budget expenditures and budget breakdown, maintaining a proper record of approved budgets and their revisions;
- Provided interpretation services to the UN Resident Representative in Moldova.

September 2002 – October 2004

US Embassy in Moldova/USAID
Translator-interpreter/Administrator

- Translated materials relating to different aspects of USAID program in Moldova from and into Romanian, English, Russian, as well as materials on Moldova's political, economic and legal developments; interpreted during official events and meetings with governmental officials, private sector and non-government institutions' representatives;
- Ensured all travel related procedures and arrangements, established electronic and printed databases;
- Identified and secured contacts, scheduled meetings, established appointments, made arrangements for large meetings/conferences, scheduled trips and organized field visits of USAID officials and technical assistance teams;
- Drafted office documents (all travel related documents, vouchers, country clearance cables, as well as time and attendance sheets, procurement requests, other request forms);
- Ensured proper arrangement of the office library, established correspondence and subscription logs, created and maintained files on USAID activities, assisted in timely update and improvement of the filing system;
- Performed other related duties as required.

March 2002 – September 2002
(short-term projects until 2012)

Republican Musical Association "Cuibul"
International and PR Office Manager for "Zdob si Zdub" music band

- Established and maintained contacts with prospective and existing clients, partner organizations, sponsors, recording studios from the domestic and exterior markets;
- Drafted partner agreements; prepared promo-packages; conducted public relations campaigns;
- Created lyrics for songs; translated various materials; posted press-releases on the web site;
- Provided resources in organizational design, workload management scheming, and portfolio development.

April 1999 – February 2002

US Embassy in Moldova/USAID
Position and duties: same as above at the USAID

May 1998 – April 1999

State Tourist Concern "Moldsindtur"
Travel administrator

- Established contacts with foreign partners to prepare the tours; handled official correspondence;
- Devised the itinerary for the tours; ensured travel and logistics coordination;
- Rendered administrative assistance and interpretation services during the tours.

September 1997 – April 1998

European Commission's Tacis Programme/Prospect C&S"/the Ministry of Environment of Moldova
Project Administrative Manager

- Set up the national office of the Regional Environmental Center of Moldova (REC-Moldova);
- Coordinated all the activities of REC-Moldova and the National Implementation Team;
- Provided coordination and liaison between the donor community and the local environmental NGOs;
- Oversaw the preparation of conferences, National Implementation Team meetings;
- Rendered office accounting services;

- Established the filing system; ensured publishing of necessary materials;
- Maintained inventory and ordered office supplies; ensured logistical support;
- Translated documents and interpreted during official events, meetings, seminars; monitored translators' input.

September 1996 – February 1997

*European Bank for Reconstruction and Development/Ramboll-Kruger
Consult/Moldova State Water Services Company “Apa-Canal”
Administrative Assistant*

- Secured data collection from the public health care system authorities with further submission of reports;
- Devised questionnaires for public opinion polls and ensured feed-back;
- Translated documents; interpreted during official meetings and field visits;
- Performed various administrative duties.

November 1995 – July 1996 and
March 1997 – May 1997

*United Nations Development Programme in Moldova
Freelance translator-interpreter*

Provided translation and interpretation services for various UN missions and programs (Strengthening Judicial and Legislative Systems; System of National Accounts on the PC; Strengthening Local Governments; Economic and Social Restructuring in Anenii-Noi District; Program and Project Implementation Center; Prisons and AIDS; Assistance for the Establishment of the Investment Promotion Agency, Gender in Development, National Human Development Report etc.)

EDUCATION AND TRAINING:

September 2017 – ongoing

Free International University of Moldova (ULIM), Department of International Law, LL.M Program;

September 2017 – 2019

Member of the Association of the Professional Translators of Moldova

February 2017 – October 2017

International Academy of Politics and Economics, Moldova (AIPE);

February 2015 – October 2017

Party of Progressive Society, Political Bureau Member;

October 2014

Multiparty mediation master class; University of Hamburg, Germany and ULIM;

April 2014 – May 2014

MOOC/edX courses in bioethics;

April 2001 – February 2014

Various trainings and certified courses in psychology disciplines, psychosystemology, inter-system forecasting; complementary and alternative medicine, e.g. biotherapies, bio-resonance therapy etc. (Moldova and abroad);

September 2005 – December 2006

Academy of Economic Sciences, Department of General Economics and Law, Chisinau, Moldova;

December 2004

NGO Regional Exchange Program; Institute for Democracy and Mediation, Tirana, Albania (represented the Moldova NGO community);

January 2003 – March 2003

Communication Studies at the USAID/Moldova;

April 2002 – May 2002

Courses in Business and Financial Management at the Moldo-American Center for Private Initiative; Chisinau, Moldova;

August – September 1999

Courses in Accounting and Voucher Examination at the USAID/Kiev;

August 1990 – June 1995

Moldova State University, Department of Foreign Languages;

September 1988 – June 1990

Moldova Medical School;

September 1980 – June 1988

Music School (piano), Algeria and Moldova;

September 1980 – June 1990

Secondary school, Algeria and Moldova.