

PERSONAL INFORMATION

Name / Surname **Angela Sirbu, MBA, PMP, DipIFR, Master in Law - Anticorruption**

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Citizenship Romanian and Republic of Moldova

Birth date 08.10.1974

Sex Female

WORK EXPERIENCE

03/2014 to _/_/ **Director of Project Management Office
BASS Systems SRL**

- BA activities
 - Manage all company Projects
 - BA's and PM's Teams coordination
 - Budgeting and planning
- Current projects:
- Billing System for National Telco Operator – contract value ~15 mln USD (ongoing)
 - ERP AX 12 (3 ongoing projects)
 - Automated Information System for Social Services: Social Benefits; Social Services; Disabilities; Social Inspection; Republican Fund – financed by WB (closed successfully)
 - Ministry of Justice of Republic of Moldova – PIGD (successfully closed) – 2 PO's

01/2007 to 07/2013 **Project Coordinator IBS (Information Billing System) for state owned telco operator
Intracom Telecom Solutions SRL**

- Gather all project docs and info: Scope of Work/ Customer Requirements; schedules, data requests, assignments, tasks and project meetings;
- Maintain a detailed project schedule which includes administrative tasks and all sites involved in the project;
- Work with the project team to understand and assist with tracking all work, task and project assignments;
- Coordinate meetings, including travel arrangements and expense reports;
- Maintain Project Managers calendar;

- Ensure coordination of the interfaces of R&D with IT department; Marketing and Operations;
- Prepare the minutes of meeting and presentations;
- Ensure that the team meets the dead line;
- File all docs of the project (hard and printed copies);
- Detailed schedule that includes all phases of the project: system design, property review and acquisition, procurements installations, testing and system provisional / final acceptance;
- Track the project changes and update the schedule as agreed with all stakeholders; Maintain docs control, track project management activities and team communication;
- Maintain good communication with IT and contractors to ensure timely and efficient completion of jobs, proper communication of issues and proper documentation of the entire process;
- Process daily, weekly and monthly reporting to ensure all schedules run smoothly, all jobs are completed and all invoices are issued accordingly;
- Work with PM to arrange contractors, permits and other special arrangements as needed.

01/2007 to 05/2008 **Project coordinator - Radio Link and management system for them (MTC)**
Intracom Telecom Solutions SRL

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10/2006 to 11/2007 **Project Coordinator - IBAS and management system for MTC**
Intracom Telecom Solutions SRL

- Increased market share presence by 15%
- Delivered status reports to stakeholders for budgeting and planning purposes.

- Collaborated with cross-functional teams to draft project schedules and plans.
- Monitored costs, timescales and resources used to achieve a cost reduction by 8%
- Monitored team progress and enforced deadlines. Served as the single point of contact for project scheduling and changes.
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03/2005 to 12/2006 **Project Coordinator – NSIH (National Social Insurance House of the Republic of Moldova)**

Intracom telecom Solutions SRL

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EDUCATION AND TRAINING Master in Law – Anticorruption, Academy of Public Administration (2016)

M_o_R Foundation Certificate (2016)

MBA (2004) New Port University;

International Financial Reporting DiplFR (Rus) (2011);

PMP certified (2013)

Academy of Economic Studies

Bachelor's Degree: International Economics

Diploma of Economist

Manager in International Economic Affairs, interpret

Mother tongue(s) Romanian

Other language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING | |
|---------|---------------|---------|--------------------|--------------------|---------|--|
| | Listening | Reading | Spoken Interaction | Spoken Interaction | | |
| French | B1 | B1 | B1 | B1 | B1 | |
| English | C1 | C1 | C1 | C1 | C1 | |
| Russian | C1 | C1 | C1 | C1 | C1 | |

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
Common European Framework of Reference for Languages

Membership ACAP (chartered accountants association) Republic of Moldova; PMI and PMI Romanian Chapter; IIBA

<http://www.linkedin.com/pub/angela-sirbu-mba-dipifr-pmp/5/610/961>