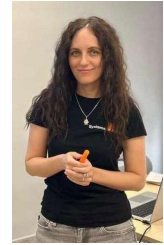


CURRICULUM VITAE

PERSONAL INFORMATION Natalia Ceban

Chisinau (Moldova)
+373 69 797414
cebannatalia77@gmail.com



JOB APPLIED FOR Project Manager/ Trainer and Coach

WORK EXPERIENCE

2021 June – Present **IT Project Manager**
IT & Telecom Company Orange Systems (Moldova)

Project Manager at Odido Telecommunications Netherlands

- Coordinating strategic projects within the Digital Transformation division (telecom, networks, digital solutions)
- Managing full project lifecycle using Agile, Waterfall, and Hybrid methodologies
- Collaborating with cross-functional teams: Network, IT, Business, and external partners
- Overseeing onboarding and technical integration of partners and vendors (provisioning, connectivity, ticketing systems)
- Monitoring risks, dependencies, and priorities; reporting status to senior stakeholders
- Using JIRA, Confluence, SNOW, MS Project, and dashboards to track progress and support data-driven decisions

IT Project Manager at Community Fibre UK

- Leading the planning, execution, and delivery of 3-4 major projects concurrently,
- ensuring they adhere to Agile methodologies and meet client expectations
- Facilitating effective communication channels and collaboration between all project stakeholders, including clients, team members, and senior management
- Proactively identify and mitigate risks, monitor project performance, and adjust strategies based on insights
- Ensure high-quality deliverables, incorporate lessons learned for continuous improvement, and champion Agile practices tailored to project needs.

Scrum Master/Service manager at Sunrise Telecommunications

- Oversee daily meetings, team allocation, and status tracking for SBP and SBC
- production defects
- Conduct technical and business reviews of open defects, ensuring consideration by tech leads
- Manage urgent issue resolution and handle rollout processes for SBP and SBC
- Monitor overall performance and generate monthly reports, driving improvement initiatives
- Identify vulnerabilities and areas for improvement, fostering alignment across teams
- Direct automation team efforts, ensuring alignment with development goals
- Maintain alignment with Application Manager on new deliveries and quality improvement efforts

2020 – 2021 **Project Manager (Freelance)**

- Efficiently track project dependencies, progress, and resource allocation
- Act as the main customer contact for clear communication
- Organize resources to prevent project delays
- Provide regular updates to stakeholders
- Manage multiple projects concurrently, ensuring adherence to processes and achieving seamless integration of project phases

2019 August – 2020

Project Manager/ Product Owner

IT & Telecom Company "Lyghtcyphers" Ltd, Chisinau (Moldova)

- Working with developing team (Agile methodology, Scrum);
- Planning of product releases, product feature backlog, development of the product;
- Providing backlog, iteration planning and elaboration of user stories;
- Providing an active role for successful completion of Release / Sprint goals;
- Defining of product vision, researching and analysis of the market, users, roadmap for the product;
- Developing and adjusting technical documentation (Project Vision, SRS, Privacy Policy, Cookies etc.).

2019- 2019 August

Project Manager

IT Company "Soft Tehnica" Ltd, Chisinau (Moldova)

- Preparing requests for proposals and conducting meetings to facilitate selection of project services and products;
- Collaborating with customers in order to understand and translate the business needs into functional specifications and technical documentation (Developing WBS, scope of work etc.);
- Designing software development specifications and ensuring that all project goals are met within scope and budget (together with technical lead);
- Helping define project scope, goals, schedule, timeline and final deliverables (backlog, user stories, sprint planning etc.);
- Managing, coaching and mentoring the project team, defining and prioritizing tasks and establishing deadlines (Using Agile methodology and Scrum frameworks);
- Tracking deliverables, evaluating, assessing, monitoring and reporting on project progress to stakeholders;
- Carrying out risk assessment and quality assurance;
- Initiating work policies and procedures changes when improvement is needed.

2016–2019

Executive Director

IT Company "Evrice Labs" Ltd, Chisinau (Moldova)

- Make high-level decisions about policy and strategy;
- Report to the board of directors and keep them informed;
- Develop and implement operational policies and a strategic plan;
- Act as the primary spokesperson for the company;
- Develop the company's culture and overall company vision;
- Recruiting new staff members when necessary;
- Create an environment that promotes great performance and positive morale;
- Oversee the company's fiscal activity, including budgeting, reporting, and auditing;
- Work with senior stakeholders, chief financial officer, chief information officer, and other executives;
- Assure all legal and regulatory documents are filed and monitor compliance with laws and regulations;
- Work with the executive board to determine values and mission, and plan for short- and long-term goals;
- Identify and address problems and opportunities for the company;
- Build alliances and partnerships with other organizations;
- Oversee day-to-day operation of the company;
- Work closely with the developing team as a Project manager.

2016–2018

Director of the HR Department

LtD "JustConsult", Chisinau (Moldova)

2014–2016

Manager Department of Human Resources/

Trainer in Managerial and Motivation Psychology

and Conflict Management

Colegiul "Mondostud-Art", Chisinau (Moldova)

2003–2014

Psychologist/Teacher/Trainer

EDUCATION AND TRAINING

2013–2015

Master Degree in Social Psychology

Institute of Science in Education in Republic of Moldova, Chisinau (Moldova)

2009–2014

Bachelor in Law

Moldova State University, Chisinau (Moldova)

2004–2008

Bachelor in Psychology and Pedagogy

Tiraspol State University, Tiraspol (Moldova)

CERTIFICATIONS

1. Prince 2 Foundation/ Practitioner- In progress
2. PMI Agile Certified Practitioner (PMI-ACP)- Certification number: 3969291
3. Certified Baseline PMO Consultant (CB-PMO). ID: PMOGI-007-00233. PMO Global Institute.
4. Scaled Agile. Certified SAFe 5 Scrum Master. CERTIFICATE ID: 97444589-6227
5. Professional Scrum Master I. Professional Certification nr.607317-Scrum.org.
6. SCRUM MASTER ACCREDITED CERTIFICATION. International SCRUM Institute. (AUTHORIZED CERTIFICATION ID-38426572626922)
7. Management 3.0 (CN 2207130926)
8. Google Project Management: Professional Certificate
9. NLP-Master/Practitioner.EANLP. Credential ID P-14814

COURSES, TRAININGS, CONFERENCES AND INTERSHIPS

1. Trainer/ Mentor- Vector Academy - 2024
2. Representative of Orange Agile Community. Agile coach and trainer in management (SA Orange Moldova) 2022-2025
3. Mini-MBA program for entrepreneurs and tech founders- in progress
4. Driving Performance Management - certified course. (Ascendis)
5. Product management - certified course. (Laba)
6. Project Management course (Tekwill).
7. Scrum master.Facilitation Tools- 4 months online training. (Agile.Live)
8. Online courses in Project Management (Udemy)
9. Conference "Innovations that transforms business"(Tekwill)
10. Conference " Managing organisations and people in a changing world" (Tekwill)
11. SQL - Fundamentals Course (Tekwill)
12. Startup Academy (Tekwill)
13. HR Conference "Focus on People" (Axa management)
14. Training "Marketing in Recruiting" (Recruiters Club)
15. Training "Labor Law" (Axa management)
16. Training "Health and Labor Security for Directors" Level 1 (HR Portal)
17. Training "Health and Labor Security for Employees" Level 2 (HR Portal)
18. Training "The best you can offer to employees" (Recruiters Club)
19. Training "Psychology in staff selection" (Recruiters Club)
20. Training "Labor Code" (Axa Management)
21. Training "Staff Motivation and How to recruit the right employee" (Recruiters Club)
22. Training "HR Engineering" (JCI)

23. Training "HR Branding" and "Emotional Intelligence" (3 months) (KMB)
24. Formation Course (4 months) "HR Specialist" - (Ministry of Education and HR- Portal)
25. Training "Time management" (CICO)
26. Training of Trainers (4 modules in 2 years) (UNDP)
27. Training "Project Writing" (EU, UNDP)
28. Training "Weekend School - HR Edition" (AIESEC)
29. Training "Madt. System. Interrelationship and communication" (Keystone Moldova and Dr. M.D. Wulf USA)
30. Training "Leadership, Public Relations and Mass Media" (Caraseni)
31. Training "ToT and Critical Thinking" (2 year course) (CMB)
32. Training "Public Speaking" (Pro-Plus)
33. Training Course "Youth to Combate Hate Speech" (module I -France, module II – Turkey)

PERSONAL SKILLS

Mother tongue(s)

Romanian

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Foreign language(s)					
English	C1	C1	B2	B2	C1
French	A2	A2	A2	A2	A2
Russian	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- Written Communication Skills
- Verbal Communication Skills
- Leadership Communication Skills
- Technical Communication Skills in IT
- Public Speaking
- Presentation Skills

Organizational /
Managerial skills

- Project management
- Business Analysis
- Team management
- Multitasking
- Teamwork
- Team leadership
- Strategic thinking
- Creating and keeping deadlines
- Decision making
- Problem solving

Job-related skills

- Good command in business planning, team management, technical writing, organizational skills, employee relations, team building, and employee training.

- Experienced in HR consulting, recruiting, technical recruiting, headhunt, job description.

Digital skills

- Agile Methodologies
- Jira, Easy Redmine. Confluence, GitLab, Octane etc.
- Windows, Linux, Microsoft Office 365, Microsoft Project
- SQL – Fundamentals, Latex, Software Testing