

Ana Groza

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EDUCATION 2003-2005 - Moldova State University, Institute of Continuing Education, Modern Languages Department, specialization: English

2001-2002 - Moldova State University, Legal Department, Master of Advanced Studies in Criminal Procedure

1997-2001 – Moldova State University, Legal Department, Public Law Specialisation, Licenced in law

1994-1997 - Pedagogical School “Alexei Mateevici”, Bachelor's degree

WORKING PLACES

Foreign Investors Association

February 2017 – present, Executive director

MCA-Moldova

January 2013 – November 2015, Legal consultant

November 2015 – maternity leave

UNICEF Moldova

July 2012 – December 2013, Justice for Children Consultant

The State Chancellery of the Republic of Moldova

December 2005 – January 2013, Senior Legal Consultant

Ministry of Finance

May 2004 – December 2005, Legal Consultant

Economic Court of Appeal

January 2002 – May 2004, clerk of the Court

WORKING EXPERIENCE

Foreign Investors Association (FIA)

February 2017 – present, **Executive director**

- manage all administrative aspects of FIA
- manage all FIA-related internal meetings (general assembly, board meetings, committee meetings) with agenda development, reporting and follow-up.
- organize FIA external meetings, seminars, press conferences, etc. with main Public administration, Private sector and International organizations stakeholders (Business associations, Prime-minister meetings with FIA, Branch ministers meetings, International Monetary Fund, International experts, Ambassadors meeting, etc.)
- prepare necessary reports, summaries and research projects
- collaborate with FIA Board of Directors to develop goals and objective and prepare long term and short term strategies for achieving those, and lead the implementation of these efforts
- advocate and lobby on behalf of FIA and its members' interests on a variety of topics
- act as FIA's representative and spokesperson at public events and meetings
- Oversee and manage marketing outreach (i.e. web site, print publications, and media).

MCA-Moldova

January 2013 – November 2015, **Legal Consultant**

- provide legal advice on all issues affecting the operations of MCA Moldova
- assist Legal Advisor in exercising its duties as the Secretary of the Steering Committee and Executive Committee
- systematic legal analysis of the legal framework
- participate in negotiations, assures that the negotiating representatives are duly empowered, assist in drafting negotiation minutes and prepares and advises on all types of contracts to be executed by MCA-Moldova for the implementation of the Compact
- provide assistance in coordination of the relationship with outside counsel;
- cooperate with and advises representatives of the Government bodies, including ministries and other public agencies, regarding the Government's responsibilities under the Compact
- provide required inputs/support to enhance the design and workings of the Management Information System of MCA-Moldova
- represent MCA-Moldova before courts and in arbitral proceedings, where appropriate, and outside counsel otherwise
- performed planned and ad-hoc visits to contractors, participate at weekly/monthly meetings
- performed reports on relevant issues, especially on the implementation of MCA Moldova Anti-Fraud and Corruption Action Plan
- organized and led trainings/workshops on anti-fraud and corruption issues
- keep updated Legal Department database (agreement, amendments, petitions, minutes of negotiations, report, etc).

UNICEF Moldova

July 2012 – December 2012, **Justice for Children Consultant**

- provide technical assistance to Child Protection Programme in ensuring child-friendly procedures for children in contact with the law
- participate and represent UNICEF at the meetings of different levels with the ministries, national and international agencies
- legal analysis of the legislation related to justice for children
- provide technical and legal assistance to the partners in the planning and management of projects
- monitor activities and financial aspects of implementation by implementing partners
- participate at working groups related to justice for children, Pillar VI working group on Justice Sector Reform Strategy etc.
- establish and maintain permanent contacts with relevant governmental high level officials, technical counterparts and other partners acting in the field of justice and human rights
- perform reports on justice for children issues.

The State Chancellery of the Republic of Moldova

December 2005 – January 2013, **Senior Legal Consultant**

- acting for the Government and State Chancellery in Legal Courts on civil and labour cases, economical legal actions
- initiating civil actions on the recuperation of the prejudice caused to the state
- initiating appeal procedure for judicial sentences and other illegal decisions
- reviewing and solving the citizens' petitions
- drafting and analyzing agreements and contracts
- cooperation with governmental agencies, public local authorities, international institutions and organizations, NGOs.
- ensure the implementation of the Government programme strategies in the

- areas of human rights and justice
- coordination and realization of the Government programme strategies with the executing ministries
- ensure partnership between government institutions and civil society in order to implement Government programme strategies
- analysis and preparation of the annual reports on laws' implementation.

Ministry of Finance

May 2004 – December 2005, **Legal Consultant**

- legal advising
- presenting Ministry of Finance in Legal Courts on civil cases and economical legal actions
- initiating civil actions on the recuperation of the prejudice caused to the state
- initiating appeal procedure for judicial sentences and decisions
- reviewing and solving the citizens' petitions
- adapting the legal and regulatory framework
- evaluating and analyzing the implementation of laws and regulations
- drafting and analyzing agreements and contracts
- expertise of Law-projects and International Conventions
- cooperation with governmental agencies and public local authorities.
- ensure the implementation of the Government programme strategies.

Economic Court of Appeal

January 2002 – May 2004, **Clerk of the Court**

- working with legislative documents
- assessing and analyzing the implementation of laws and regulations
- assisting the judge during cases examination
- preparing the cases for the examination
- citing the participants
- concluding judicial decisions
- drafting analysis and reporting on the case to the judge
- administrative and organizational support for efficient activity of legal cases.

TRAINING

- The Advanced Program in Accounting and Auditing Regulation as an integral part of: "The Road to Europe – Program of Accounting Reform and Institutional Strengthening" (REPARIS), organized by The World Bank, May 2005 – December 2005
- "The management of contract Claims and the Resolution of Disputes" under the 1999 FIDIC Contracts, November 18-19, 2013, Austria, Vienna
- "The practical use of the 1999 FIDIC Conditions of Contract and the MDB Harmonised Construction Contract" March 17-18, Brussels, Belgium
- "Risk Management", ESI International, February 2015, London UK
- "General Counsel Conference", Millennium Challenge Corporation, May 4-8, 2015, Washington DC, USA
- EBRD/OECD Business Integrity seminar, March, 13-14, Tbilisi, Georgia

ABILITIES

Analytical and advocacy skills, good knowledge of the state strategic policies and legal framework of the Republic of Moldova, good understanding, analysis, and research of local and international legislation, managerial and communication skills,

good inter-personal relationships, very friendly, ability to collaborate with others to achieve necessary goals, predisposition to work under pressure over a wide range of issues.

LANGUAGES Romanian (native), Russian (fluent), English (good),

TECHNICAL SKILLS MS Word, MS Excel, MS Power Point, Moldlex
Driving license

PERSONAL DATA Date of birth: 21.09.1979
Married, 2 children