



Curriculum vitae

**Personal Information**

<b>First Name/ Last Name</b>	Anna Nicolai		
<b>Date of birth</b>	05.12.1984		
<b>Address (es)</b>	Chişinău city, Dobrogea countryside, 2 M. Eminescu street.		
<b>Telephone (es)</b>	Phone 060923410		
<b>E-mail</b>	<a href="mailto:ana.nicolai@chamber.md">ana.nicolai@chamber.md</a>		

**Professional experience**

**Period** April 2018 - present

**Function** **Main specialist, Support and Promotion of Members Directorate of the CCI of the RM  
Chamber of Commerce and Industry of the Republic of Moldova**

**Main activities and responsibilities**

1. Organizing the meetings of the Sectoral Entrepreneurship Committees and ensuring their secretarial work;
2. The participation in conducting the survey among the CCI members, regarding the satisfaction of services and properties of the institution's activity.
3. Operational administration of the Database of CCI members of the Republic of Moldova;
4. Participation in the implementation of international projects to which the CCI is a party;
5. Preparation of activity reports and other informative materials for the CCI leadership, regarding the topics related to the competence of the Directorate.

**Period** November 2007 - December 2014

**Function** **Main specialist of the Local Public Administration Section  
Buiucani Sector Pretura**

**Main activities and responsibilities**

1. Release citizens' statements and certificates;
2. Preparation of the reports;
3. Ensuring the functioning of the Electoral Bureaus of the Polling Stations during the elections and referendums of different levels;
4. Participation in conducting the census in the sector;

**Period** October 2007 - November 2007

**Function** **Social worker  
General Directorate of Social Assistance Centre**

**Main activities and responsibilities**

1. Examination and solution of petitions received from citizens regarding the granting of material aid;
2. Evaluation of the material situation of the beneficiary and his family during home visits;
3. Preparation of beneficiary's documents and completion their profiles;
4. Providing primary social services.

**Education**

**Period** 2002 - 2007

**Qualification / diploma obtained** Bachelor's degree in public administration

**Name and type of educational institution** **Moldova State University  
International Relations Administrative Political Science Faculty**

**Personal skills and competences**

**Mother tongue (s)** Romanian

**Foreign language (s)** French, English, Russian

**Self-assessment**

**Understanding**

**Speaking**

**Writing**

**European level (\*)**

Listening	Reading	Participate in the conversation	Oral speech	Written speech
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**French**

B 2	Advanced level	B 2	Advanced level	B 1	Basic level	B 1	Basic level	B 1	Basic level
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**English**

B 1	Basic level	B 1	Basic level	B 1	Basic level	B 1	Basic level	B 1	Basic level
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<b>Russian</b>	C 1	Autonomo us level	C 1	Autonomou s level	C 1	Autonomo us level	C 1	Autonomous level	C 1	Autonomou s level
<b>Courses / training</b>										
<b>13 June, 2019</b>	Participation in the Workshop - "Building bridges, overcoming barriers - building bridges between civil society and communities on both banks of the Dniester"									
<b>17 -19 August, 2018 June 29 - July 1, 2018</b>	Participation in two training sessions within the "Women 4 Leadership" Program, organized by the Association of Institute Virtutes Civilis (IVC) and IP CRAION CONTACT-Cahul Centre, with the support of UN Women Moldova (United Nations Entity for Gender Equality and Women's Empowerment) and the Government Sweden.									
<b>11-15 September, 2017</b>	Professional development course "professional integration in public function "									
<b>21 October 2016</b>	Participation in the Focus - Group event, Workshop - "Empowering women with disabilities in self-advocacy" organized by A.O. CAJPD.									
<b>8 September – 11 November 2016</b>	Participation in the Complex Training Program for capacity building and capacity building of women leaders in underrepresented groups, IDIS Viitorul									
<b>Skills and abilities</b>										
<b>Social skills and competences</b>	Punctual, responsible, sociable, continuous learning, positive, flexible, proactive, empathetic.									
<b>Organisational skills and competences</b>	Responsible in carrying out tasks, team spirit, results orientation, analysis and synthesis, planning.									
<b>Computer skills and abilities</b>	MS Office (Word, Power Point, Excel)									