

Experience Summary

Diana Mihailov is a results-oriented Project Manager with over 10 years of experience in coordinating and delivering complex projects across various industries. She demonstrates strong expertise in project planning, execution, and oversight, including effective integration of event organization into broader project frameworks. Diana Mihailov is skilled at managing logistics, resource allocation, procurement processes, and stakeholder communication to ensure successful project outcomes. She is also adept at scheduling, coordinating events, organizing resources, engaging participants, and delivering clear post-event reporting while maintaining high-quality standards.

Education, Training and Certifications

- Licensed Engineer in Food Technology (TUM 2005)
- Acquisition and Assistance, GLAAS 01, 02, Requisitioner and Buyer
- Official Travel and Transportation
- Records Management and reporting
- Procurement for USG
- HR essentials
- Project Management Basics
- Regular system maintenance trainings (GLAAS, ILMS, ARIBA, SMART, WebTA, E2)
- Regular cybersecurity trainings
- FTX leadership training

Languages

- Romanian: Native
- English: Fluent
- Russian: Fluent

Professional Experience

KVG LLC, Moldova

Project Manager

October 2, 2023 – Present

- Leads and manages project portfolios from initiation to closure, ensuring alignment with requirements, schedules, and quality standards.
- Coordinates cross-disciplinary team efforts and facilitate regular meetings to resolve execution challenges.
- Develops and implements communication plans to keep stakeholders informed.
- Monitors progress, prepare status reports, and analyze risks to prevent delays or budget deviations.

Relevant Experience

- Expertise in project coordination and logistics, including event organization to ensure timely delivery and resource management.
 - Proven experience in project management and acquisitions, supporting successful project outcomes.
 - Facilitates change requests, assess impacts, and communicate changes effectively.
 - Plans and organizes official handover events, including property transfers, documentation preparation, and stakeholder coordination.
 - Supports the creation of training materials and documentation for seamless project handovers.
 - Collaborates with clients to expand project scopes, identify opportunities, and foster long-term relationships.
 - Conducts post-project evaluations, documenting lessons learned and areas for improvement.
 - Mentors team members to foster professional growth and enhance team performance.
- USAID/US Embassy, Moldova Chisinau Post**
EXO Administrative Representative
March 2019 – October 1, 2023
- Managed acquisitions and procurement of event services for the USAID Development Outreach and Communications (DOC) office, including:
 - Photo and video reporting services to document events and activities.
 - Printing and stationery materials for events.
 - Production of branded items to support USAID communication initiatives.
 - Translation and interpretation services for multilingual events and official communications.
 - Participated in the organization of mission visits, receptions, and meetings attended by high-level U.S. and Moldovan government representatives.
 - Ensured event execution by coordinating venue preparation, vendor management, and participant organization, while adhering to USAID administrative policies.
 - Coordinated the scheduling and logistics of concurrent interview sessions with multiple evaluation committees, ensuring smooth hiring processes.

- Oversaw cross-departmental training sessions and meetings to support USAID project implementation and reporting objectives.
- Organized VIP events, including a farewell reception for the outgoing Mission Director, managing logistics, vendors, and on-site execution for successful outcomes.

KVG LLC/ Raytheon Company

Logistics and Custody Specialist under PPP program funded by the USG (DTRA WMD) in Moldova

October 2014 – March 2019

- Coordinate project-related logistics, including procurement, inventory management, and tracking of mission-critical equipment to meet project timelines and compliance standards.
- Plan and manage official handover events for transferring project property to end users, ensuring proper preparation of documentation, stakeholder communication, and seamless event execution.
- Organize and supervise equipment delivery and clearance processes, ensuring alignment with project requirements and donor compliance standards.
- Provide ongoing technical and logistical support for training sessions, workshops, and field deployments, ensuring readiness of materials and resources.
- Prepare and maintain accurate inventory reports and audit documentation for tracking and validation purposes.

Chisinau International Airport Modernization Project funded by EBRD and EIB, Denmark (Copenhagen) and RM (Chisinau), Ramboll Danmark A/S, Aviation and Airport Department

Office Manager and Company Local Representative October 2009 – May 2013

- Acted as the primary liaison between international project teams and local

stakeholders, including government representatives, contractors, and project beneficiaries, ensuring alignment with project objectives.

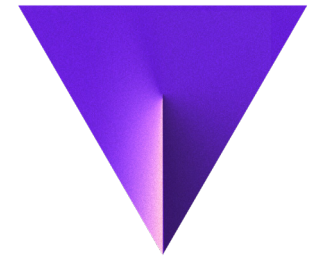
- Coordinated workshops, simultaneous training sessions, and consulting events for stakeholders and technical teams, facilitating knowledge transfer and smooth project implementation.
- Planned and organized the project's closing event, celebrating the successful completion of runway modernization and announcing the multi-level airport parking facility project.
- Oversaw procurement activities, ensuring all administrative, project-specific resources were delivered on time and met stakeholder expectations.
- Provided administrative support and established reporting workflows to maintain accurate documentation and ensure compliance with project requirements.

SC Creavita SRL, Headquarter, Chisinau/Moldova

Supplier Relations Manager and Assistant General Manager

September 2028 – August 2010

- Managed supplier relationships and facilitated procurement processes to ensure timely delivery of goods and alignment with business objectives.
- Coordinated the import and clearance of goods, preparing procurement documentation and ensuring compliance with customs regulations.
- Organized product promotion at national and international exhibitions, handling event logistics, participant coordination, and preparation of marketing materials.
- Provided administrative and logistical support for cross-departmental projects, ensuring seamless collaboration between internal teams and external partners.
- Oversaw inventory management, maintaining accurate reporting on stock levels, procurement plans, and supplier performance.



THIS IS TO CERTIFY THAT

Diana Mihailov

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND RESOURCES AND IS HEREBY BESTOWED THE GLOBAL PROFESSIONAL CERTIFICATION

Project Management Professional (PMP)[®]

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE

A handwritten signature in black ink, reading 'Ike Nwankwo'.

Ike Nwankwo, PMP | Chair, Board of Directors



A handwritten signature in black ink, reading 'Pierre Le Manh'.

Pierre Le Manh | President & CEO

Certification Number: 4064284

Original Grant Date: 17 March 2025

Expiration Date: 17 March 2028

Citizenship: Moldova, Republic of

