



Natalia Ochincă

Address: Mircea cel Bătrân 8, MD-2075, Chisinau, Moldova

Email address: natalia.ochinca@gmail.com **Phone number:** (+373) 79092976

Gender: Female **Date of birth:** 29/10/1991 **Nationality:** Moldovan

WORK EXPERIENCE

[30/10/2013 – Current] **Administrative assistant**

DevelopmentAid International Development Services

Address: MD-2003, Chişinău, Moldova

City: Chisinau

Country: Moldova

Business or sector: Administrative and support service activities

Main activities and responsibilities:

DevelopmentAid (<https://www.developmentaid.org/#!/donors>) is a leading, innovative organization providing comprehensive information services for the international developmental sector in special supporting activities in the area of international donors. DevelopmentAid offers many services in a structured and accessible layout, using social networks and other tools that reduce the time experts and organizations devote to recruiting and business development needs.

DevelopmentAid provides details on active projects worldwide from Governmental Development Agencies, International Financial Institutions (IFIs) and Multilateral Donors.

Responsibilities

1. Supporting the administrative and logistical aspects of the main activities of the organization.
2. Supporting the preparation of the financial reports, payments requests for operating expenses, salaries, insurance, etc.
3. Maintains and updates constituent records and lists to ensure effective outreach to the organization's donors for maximum campaign and fundraising impact.
4. Assists in timely acknowledgment/recognition of donors and contributions as appropriate through the mail, email, and phone.
5. Establishing contact with potential partners and identifying opportunities for cooperation.
6. Organization and participation of public events, training, and meetings at the international and national levels.
7. Preparing communications, such as memos, emails, invoices, reports, and other correspondence.
8. Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
9. Assist with special projects, events, staff training, and other general office tasks as needed or assigned.
10. Coordinates and schedules travel, meetings, and appointments for all levels of employees.
11. Supporting international consultants to apply to calls announced by international donors.
12. Promoting and increasing viability of the activity of DevelopmentAid at national and international levels.

[26/10/2011 – 01/05/2013] **Team Leader Branding**

AIESEC

City: Chisinau

Country: Moldova

Main activities and responsibilities:

Leading activities of brand identity at national and international levels and developing marketing campaigns that position the brand.

Responsibilities

1. Creating and developing brand strategies for AIESEC Chişinău among the countries.
2. Develop and execute marketing campaigns aimed at communicating the brand message.
3. Planning and execution of communications and media actions on all channels, including online and social media.
4. Assisting with product development, pricing, and new product launches as well as developing new projects opportunities.
5. Creating and managing promotional activities to establish and maintain project branding

EDUCATION AND TRAINING

[01/09/2013 – 01/07/2015] **Master Degree in Economics**

Academy of Economic Studies

Address: Bănulescu Bodoni 61, MD-2075, Chişinău, Moldova

Field(s) of study: Business and administration

Final grade: Master's Degree

[01/09/2010 – 01/07/2013] **Bachelor in Economics**

Academy of Economic Studies

Address: Bănulescu Bodoni 61 , MD-2075, Chişinău, Moldova

Field(s) of study: Business and Administration

Final grade: Bachelor's degree

[Courses]

Fundamentals of financial and management accounting
Politecnico di Milano by Coursera

Work Smarter with Microsoft Excel
Microsoft by Coursera

LANGUAGE SKILLS

Mother tongue(s): Romanian, Russian

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

DIGITAL SKILLS

Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google |
Experience in video conferencing (Zoom, Skype) | Google (Google Meet, Google Docs,
Google Classroom, Google Forms, Google Drive, Google Slide)

NETWORKS AND MEMBERSHIPS

[26/11/2011 – Current] **AIESEC Moldova** Chişinău, Moldova

CONFERENCES AND SEMINARS

Experience in organizing, managing, and developing public events

HOBBIES AND INTERESTS

Books, travel, volleyball

DocuSigned by:

Natalia Ochirca

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