

# CURRICULUM VITAE



**FAMILY NAME:** USURELU  
**FIRST NAMES:** Lucia  
**NATIONALITY:** Republic of Moldova  
**CIVIL STATUS:** Married

<b>ADDRESS:</b> <b>Mail Address (home)</b>	30, Ialoveni str., Chisinau, Republic of Moldova, MD 2070 <a href="mailto:luciasurelu@yahoo.com">luciasurelu@yahoo.com</a>
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**EDUCATION:**

<i>Institution</i>	Academy of Public Administration by the Government of the Republic of Moldova
<i>Date: from month/year – to month/year</i>	September 1994 - May 1996
<i>Degree(s) or Diploma(s) obtained</i>	Diploma Master in Public Administration

<i>Institution</i>	Chisinau Academy for Economic Studies of Moldova
<i>Date:</i>	September 1987- June 1992
<i>Degree(s) or Diploma(s) obtained</i>	Diploma in Economics and Management

<i>Institution</i>	Chisinau College of Finance and Economics
<i>Date:</i>	September 1984- June 1987
<i>Degree(s) or Diploma(s) obtained</i>	Diploma of financier-accountant

**8. LANGUAGE SKILLS:**

Indicate competence on a scale of 1 to 5 (1 – low competence; 5 – excellent)

Language	Reading	Speaking	Writing
Romanian	5	5	5
Russian	5	5	5
English	5	5	4
French	4	3	4

**9. KEY QUALIFICATIONS:**

- A fully qualified consultant specialist with more than 25 years of long term assignments, including more than 15 years with USAID
- Professional experience of implementing and managing the projects focused on business development services, sustainable environmental practices, rural infrastructure development and maintenance, entrepreneurship, agriculture, competitiveness, innovative technology, and trade and export promotion, Entrepreneurship program on international and national level
- Over 25 years of managing experience: holding various positions as team leader, head of the units at the regional level
- Official Representative of the Republic of Moldova nominated to the Horizon 2020 Programme Committees Configuration
- Experience in financial management skills including developing and monitoring budget and financial reports, evaluate all budgets and analyze all costs according to budget and ensure work within appropriate deadline.
- Expertise in business consulting, strategic planning, international management, budgeting, financial reporting for consolidations, accounting and taxation system:
- Collaborate with staff and board member's prepare internal reports and submit status report to senior as required
- Train and provide assistance to all grantees and resolve all tax and administrative issues and recommendation improvement to various system in training elaboration and delivery;
- Provide Business Development Services (BDS)/enterprise development project, integrating women in business program and fostering a spirit of entrepreneurship and improving competitive positioning among business owners and support institutions like ODIMM
- Consultant in business coaching, business development as Business Incubators and Centers;
- Institutional capacity building experience of NGOs in different areas.

**10. PROFESSIONAL MEMBERSHIPS:**

- Member of Women in Business Association in Moldova – AFAM since 2013
- Member of Professional Auditors and Accountants Association of Moldova
- Chairman of Administrative Committee – Soroca Business Incubator
- President of International Club Soroptimist –SI Chisinau Club for period 2012-2014

**11. OTHER SKILLS:**

- Strong analytical skills; Business development services; Rural infrastructure development and entrepreneurship;
- Excellent business communication skills; a multi-tasker with strong ability to work under pressure
- Full computer literacy: Microsoft Office: MS Word, MS Excel, Power Point, MS Outlook;

**12. PRESENT POSITION:**

Director of Entranse Project, financed and implemented by Norwegian Government

**13. YEARS WITHIN THE FIRM: 25 years****14. PROFESSIONAL EXPERIENCE RECORD:**

<b>Date</b>	November 2017- Present
<b>Location</b>	180, Stefan cel Mare bl., office 910 Chisinau MD 2004
<b>Company</b>	ProEntranse
<b>Position</b>	Manager
<b>Description</b>	<p>Project Manager/Consultant/Trainer/ Mentor</p> <ul style="list-style-type: none"> <li>• Bringing Organizations&amp; Network Development (BOND) to higher levels in the Farming sector in Europe under the EU fund H2020Program (Project Manager)</li> <li>• Youth Training for Efficient Management under the USAID High Value Agriculture Activity (HVVA) Chemonics project.</li> <li>• Consultant for local start-ups managed by women, in business development. National program for women “Women in business”, implemented by ODIMM). Providing consulting and mentoring support for women who want to start a business especially in the rural areas.</li> <li>• Providing mentorship for establishment connection on international network of innovative women, exchanging knowledge, ideas and partnership within the South East Europe countries implemented by GEN Moldova project</li> <li>• Development of SMEs in regional development the Republic of Moldova by efficiently combining management, marketing, finance and legal frameworks;</li> <li>• Providing advisory assistance with an emphasis on the final outcome focusing on agricultural, agribusiness and financial development projects;</li> <li>• Providing personalized development solutions by making full use of internal business opportunities;</li> <li>• Increasing the access potential and the use of financial resources;</li> <li>• Complex assistance for businesses created by young entrepreneurs and women by assisting in the development of private companies by using the latest methods and working practices;</li> <li>• Providing quality assistance to local public administration in the implementation of rural and regional development projects;</li> <li>• Trainings for Startup for Youth; Women in Business, Economic and financial management</li> </ul>
<b>Date</b>	October 2016 – November 2017
<b>Location</b>	1, Piata Marii Adunari., off. 218 Chisinau MD 2033
<b>Company</b>	Competitiveness Enhancement Project II World Bank
<b>Position</b>	Consultant
<b>Description</b>	<ul style="list-style-type: none"> <li>• Supporting MoE with the implementation, monitoring and evaluation of the National Strategy of investment attraction and export promotion;</li> <li>• Supporting and facilitating necessary dialogue between MoE, line ministries,</li> </ul>

	<p>other public bodies, inter alia MIEPO, investment attraction team under the Prime-minister office, donors and civil society, aiming the coordination of the activities according to the national priorities;</p> <ul style="list-style-type: none"> <li>• Assist the Investment Policy and Competitiveness Department from MoE, the IP's and FEZ's Administrators, attract financial and technical assistance from various donors aiming to develop the IP and FEZ;</li> <li>• Assist the FEZ's Administrators and residents in searching for suppliers from among local producers and facilitate establishment of the links between FEZs firms and local economy;</li> </ul> <p>Provide support to the MoE to organize workshops, seminars, trainings in the designated segments.</p>
<b>Date</b>	April 2007 – October 2016
<b>Location</b>	180, Stefan cel Mare bl., office 910 Chisinau MD 2004
<b>Company</b>	ENTRANSE Norwegian Project
<b>Position</b>	Project Manger
<b>Description</b>	<p>Manage and develop ENTRANSE Project</p> <p>Establishment and development of Pilot Production Business Incubator in Soroca; Maintain and develop existing and new tenants through planned individual support; Monitor and report on activities and provide relevant management information to Administrative Committee</p> <p>Coordinate and manage national Incubation network platform within 8 Business Incubators;</p> <p>Participating in different level of evaluation committee for business plans, business ideas and pitches.</p> <p>Promoting entrepreneurship in developing rural areas" Project, Phased 1 (2014-2015) and Phase 2 (2015 - 2016)</p> <p>Creation of Job Opportunities through Business Support for Youth in the Transnistrian region and the Security Zone Support to Confidence Building Measures Programme. UNDP /EU-SCBM funded project. 2015-2016</p> <p>Participating in expert meetings with SMEs, international organizations, governmental bodies and NGOs;</p>
<b>Date</b>	January 2006 – April 2007
<b>Location</b>	33/1 Bulgara str., Chisinau
<b>Company</b>	CNFA Moldova USAID project
<b>Position</b>	Grant Finance Manager
<b>Description</b>	<p>Monitor grant status, revisions, new grant agreements, grant termination, pre-auditing and reporting, etc. ensure proper supporting documentation for all payments and verify grantee accounting entries, monitor grant expenditures, research expenditure variances against budgets, ensure timely and accurate submission of quarterly financial reports from grantees liaise with Grants Managers and Procurement Manager officer to ensure proper charging of expenses and coordinate project operational impact on existing grant budget, adjustment of the Grant Monitoring System database for recordkeeping of grant funds, impact indicators and information for CNFA needs, provide training to grantee accountants on conversion of MD standard accounting forms to US standard reporting forms.</p>
<b>Date</b>	January 2005-January 2006
<b>Location</b>	86/1 Kogălniceanu str. Chisinau
<b>Company</b>	Terre des Hommes Moldova Swiss Foundation
<b>Position</b>	Financial – administrator officer
<b>Description</b>	<p>prepare financial statements, financial reports, special analyses, and information reports; develop, implement, interpret, and coordinate the application of finance, accounting responsible for company financial reports and contracts (submitted to UNICEF, OSCE, DDC, TDH, other donors and fiscal department);</p> <p>reconsolidating bank and cash accounts (receiving financial reports and controlling the compliance with established procedures and policies</p>

<b>Date</b>	January 2000 –December 2004
<b>Location</b>	162 Stefan cel Mare str. Chisinau
<b>Company</b>	NGO Agency for Consulting, Assistance and Implementation – ACAI Inform,
<b>Position</b>	Financial Management Specialist
<b>Description</b>	Oversee the implementation and operation of the specific financial aspects focusing on agribusiness and financial development projects including farm stores; provide clients with technical assistance and guidance in areas such as revenue and expenditure accounting using IAS methods, providing technical assistant in grant management, preparing financial reports and taxation system in agriculture; conduct regularly scheduled seminars and workshops on financial management issues; consult managers and accountants of a network of 85 farm stores created under the Farm Stores Program, financed by USAD and implemented by American consulting company CNFA Inc.; responsible for company financial reports (submitted to CNFA, EU, SOROS and other donors);
<b>Date</b>	October, 1998 – January, 2000
<b>Location</b>	162 Stefan cel Mare str. Chisinau
<b>Company</b>	Agency for Restructuring Agriculture – ARA, Chisinau
<b>Position</b>	Specialist in financial management
<b>Description</b>	diagnosis and evaluation of economic and financial potential of agricultural enterprises; part-time involvement in elaboration of restructuring & liquidation plans for economic agents; monitoring of the insolvent enterprises; implementation of bankruptcy procedure for agricultural enterprises; training of local specialists to increase professional skills in agricultural reforms, in agriculture taxation, budgeting and accounting;
<b>Date</b>	January, 1998 – October, 1998
<b>Location</b>	162 Stefan cel Mare str. Chisinau
<b>Company</b>	TACIS Project Support to Agency for Restructuring Agriculture ARA, Chisinau;
<b>Position</b>	Specialist in debt management and bankruptcy
<b>Description</b>	Development and elaboration of restructuring & liquidation plans for economic agents which are involved in bankruptcy procedure; implementation of bankruptcy procedure for agricultural enterprises; training of local specialists to increase professional skills in agricultural reforms.
<b>Date</b>	September 1990 – December 1997
<b>Location</b>	2, T. Ciorba str., Nisporeni
<b>Company</b>	JSC “Agroindservice”,
<b>Position</b>	Head of Accounting and Finance Division
<b>Description</b>	assist in establish and maintain financial records systems in accordance with generally accepted auditing standards and accounting principles; prepare financial statements, financial reports, special analyses, and information reports; Develop, implement, interpret, and coordinate the application of finance, accounting;
<b>Date</b>	April, 1987 – September, 1990
<b>Location</b>	Nisporeni
<b>Company</b>	State Tax Inspection Office, Nisporeni;
<b>Position</b>	Inspector –auditor and economist
<b>Description</b>	(i) participation in controlling and monitoring of proper tax calculation by economic agents; (ii) advise on incomes and other local taxes.
<b>Part time</b>	November 2011- 2017
<b>Location</b>	Croatia, Zagreb
<b>Company</b>	South East European Center for Entrepreneurship Learning (SEECCEL)
<b>Position</b>	Expert on Women Entrepreneurship (WE), Trainer for ToT program
<b>Date</b>	October 2011-present Part timer,

<b>Location</b>	Ialoveni, 5, P.Movila street
<b>Position</b>	Trainer and Mentor
<b>Company</b>	CEDA - Entrepreneurship Education and Development Center

#### 15. TRAININGS, FELLOWSHIPS AND INTERNSHIPS:

May 30th – June 3rd 2017	Innovative Enterprise Malta 2017, Access to Finance for Research, Innovation and SMEs 2017.
November 8th-30th 2014	Private Sector Growth Strategy International Training Program, Stockholm, Sweden
February 2011- March 2011	Promoting Innovation & Entrepreneurship through incubation program, Ahmedabad, India
February 2010 - March 2010	Production Management for Southeast European Countries, Training and Dialogue Program of the Japan International Cooperation Agency JICA, Sapporo, Japan
September 2008 - October 2008	Training course - General Management for SMEs, organised by Mediterranean Institute of Management, Nicosia, Cyprus.
June 2000 – July 2000	Participating in an international exchange program , Community Connections, where I had an internship in different businesses on developing SMEs in USA Louisville, Kentucky,
October 1998 - December 1998	ACAP Chisinau, Republic of Moldova. Training in the Basis of International system of accounting. Training in the International Standard of accounting
28th July 1997 – 25th September 1997	TACIS Program in Public Administration, Management, Modern Economics, Policy Analyses, Accountability Courses, Training for trainers. Portugal-Lisbon; Belgium-Brussels; Netherlands-Maastricht
April 1997	Seminar on Public Budgeting and Financial Management organized by Virginia Polytechnic Institute & State University, Chisinau Moldova
Athena 15th May 1997- 11th June 1997	HEPO Program Hellenic foreign trade board. Training in export promotion by progressive methods Greece
May 1996	Netherlands; UNDP Program Leadership and Democracy. Training program in Financial Management
August 1995	SOROS Program training in Public Administration, 2nd Graduate Students Public Administration Training. Czech Republic– Prague

#### 16. PARTICIPATION AT SEMINARS/ CONFERENCES THE LAST FIVE YEARS:

16-20 March 2014	Global Delegate - Global Entrepreneurship Congress in Moscow
8-11 May 2007	SMEs annual conference on entrepreneurship development in Belgrade, Serbia

#### 18. PUBLICATIONS:

Step by Step Guide How to Establish a Regional Business Incubator, Chisinau 2013  
Step by Step Guide How to Establish a Regional Business Incubator, Chisinau 2012  
Taxation for SMEs, guidebook Chisinau 2011  
Taxation for SMEs, guidebook Chisinau 2010  
Taxation for SMEs, guidebook Chisinau 2009  
Taxation for SMEs, guidebook Chisinau 2008  
Taxation System in Agriculture, guidebook Chisinau 2006  
Taxation System in Agriculture, guidebook Chisinau 2003  
Financial Management for Farm Stores Managers and accountants, Chisinau 2002;  
Financial Report in agriculture, Chisinau 2001;  
Bankruptcy (analyses, synopses, comments), Chisinau 2000;  
Public Accounting, Chisinau 1998.

