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# Project Manager

## About me

I am a project manager with a background in organizing community, educational, and sports events, including internationally funded projects. I have coordinated events of various scales, managed budgets and procurement processes, prepared narrative and financial reports for donors such as the EU and UNDP, and contributed to the launch of a digital platform. Over time, I have gained solid experience in project coordination, communication, ensuring smooth execution across different areas of project work.

## Work experience

### Data Entry Specialist · Crowdo · Chişinău

*October 2023 - April 2025 · 1 year 7 months*

- Gathered and organized information
- Built and updated databases
- Analyzed and corrected existing datasets
- Monitored statistics
- Ensured data confidentiality

Skills: Communication, Software proficiency, Attention to detail, Teamwork

### Project Manager · EcoPro · Chişinău

*June 2022 - February 2025 · 2 years 9 months*

Responsibilities:

- Organized sports, educational, and community events (both small- and large-scale)
- Prepared budgets, managed expenses, and handled procurement
- Communicated with donors (EU, UNDP) and prepared financial and narrative reports
- Created marketing materials, presentations, posters, and managed social media
- Oversaw project website launch, ensured functionality and corrected errors
- Provided consultations to beneficiaries through various communication channels

Achievements:

- Successfully implemented and completed an international

👤 25 years

♂ Male

📍 Chişinău

## TOP Skills

- **Multitasking** · 2 years
- **Flexibility** · 2 years
- **Project planning** · 2 years
- **Reporting** · 2 years
- **Teamwork** · 1 year
- **Software proficiency** · 1 year

## Preferences

- Full-time
- Hybrid
- In-house

## Languages

- **Romanian** · Medium
- **Russian** · Native
- **Ukrainian** · Medium
- **English** · Elementary

## Skills

- Reporting
- Event Management
- Budgeting Skills
- Project Planning

donor-funded project

- Organized over 9 events of various scales
- Developed and launched an online platform

Skills: Reporting, Multitasking, Flexibility, Project planning

## **Desired industry**

- Management

## **Education: Incomplete higher**

**Moldova State University**

*Graduated in: 2022*

Faculty: Economic Sciences

Speciality: Servicii hoteliere, turism și agrement

## **Courses, trainings**

**Training "Team management & professional presentations"**

*Graduated in 2022*

Organizer: SBC EVENTS