

Curriculum vitae



Personal Information

First Name/Last Name **Mihaela Anamaria Dumitracă**

Address -

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E-mail conpet@conpet.ro

Nationality Romanian

Birth Date -

Gender Female

Work Experience

Period December 15, 2015 – to date

Job title or Position held Director of Corporate Management Direction

Main activities and responsibilities Coordination and survey of the work performed by the subordinated organizational entities, namely: the Legal Service, the Human Resources Service, the Investor Relations and Capital Market Service, Strategy and European Funds Service and Management System Certification Service

Employer's Name and Address CONPET S.A. - Ploiești

Activity type or Area Crude oil, rich gas and liquid ethane transport through pipelines

Period June 2014 – December 14, 2014

Job title or Position held Head of the Legal Service

Main activities and responsibilities Coordination of all of legal assistance and representation activities in order to ensure the legality of the deeds signed or issued by the company and represent the interests thereof against the Courts as well as in relation with third parties.

Employer's Name and Address CONPET S.A. - Ploiesti,

Period November 2012 - June 2014

Job title or Position held Head of Legal and Litigation Service

Main activities and responsibilities Coordination of the legal assistance and best representation of the company interests against the Courts, as well as in relation with third parties.

Employer's Name and Address CONPET S.A. - Ploiesti

Period April 2009 – November 2012

Job title or Position held Head of the Legal Service

Main activities and responsibilities Coordination of all of legal assistance and representation activities in order to ensure the legality of the deeds signed or issued by the company and represent the interests thereof against the Courts as well as in relation with third parties.

Employer's Name and Address CONPET S.A. – Ploiesti

Period March 2003 – April 2009

Job title or Position held Legal Adviser – replacement of the Head of the Legal Service

Main activities and responsibilities Legal assistance and representation of company interests

Employer's Name and Address CONPET S.A. – Ploiesti,

Period 2004-2005

Job title or Position held Junior teaching assistant

Employer's Name and Address „Oil & Gas” University

Education and Training

Period July 2013

Qualification/Diploma Internal auditor in the public sector

Name and type of organisation providing education and training TSI Consultanta&Training, under the auspice of the Ministry of National Education and Ministry of Labor, Family, Social Protection and Elders' Safety

Period March 2012

Qualification/Diploma	Participation in the program „The internal/management control standards system, system procedure. OMFA operational procedure no. 946/2005.”
Name and type of organisation providing education and training	Cadet Training
Period	2006
Qualification/Diploma	Graduate of Module III - „Applying harmonized legislation in industry and commerce”
Name and type of organisation providing education and training	Formenerg S.A, under the auspice of the Ministry of Education and Research and Ministry of Labour, Social Solidarity and Family
Period	2004-2005
Qualification/Diploma	Graduate of the MBA „Economic Litigation Management”
Name and type of organisation providing education and training	Free European School of Economics and „Oil & Gas” University
Period	March 2003
Qualification/Diploma	Graduate of course „Applying the New Labor Code and Settlement of the Labor Disputes”
Name and type of organisation providing education and training	Prahova Chamber of Industry and Commerce
Period	1998 - 2002
Qualification/Diploma	Bachelor of Law
Name and type of organisation providing education and training	Romanian - American University, Bucuresti

Personal Skills and Competences

Foreign languages

	Understanding		Speaking		Writing
	Listening	reading	Conversation	Spoken	Written Expression
English	C1	C1	B1	B1	B1
French	B2	B2	B2	B2	B2

Skills and competences	Active, dynamic, sociable, communicative, team spirit, decisional capacity, general learning skills, distributed attention, ethical profile, capacity to respond to deadlines and work under pressure, oriented towards performance
PS skills and competences	Proficiency in PC, MS Office (Word, Excel, Power Point etc.)
Driving licence	B Category