

## Curriculum vitae



## Personal Information

First Name/Last Name **Mihaela Anamaria Dumitrache**

Address -

Telephone 0244/401 360 / int. 2408

E-mail [conpet@conpet.ro](mailto: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. - Ploiesti
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
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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
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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
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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
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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
<b>English</b>	C1	C1	B1	B1	B1
<b>French</b>	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