





CURRICULUM VITAE

Personal Information	
First Name/Last Name	GHEORGHE, Roxana Elena
Address	Stefan cel Mare Street, no 1A, Sector 1, Bucharest
Telephone	
Facsimile	
Email	
Nationality	Romanian
Date of birth	
Personal Information	
Work Experience	
Period	2015 – to date
Job title or position held	Commercial Operations Director
Main activities and responsibilities	<ul style="list-style-type: none"> - Participates to the elaboration of the business development strategy ; - Applies the strategy and policies in electric power supply, manages the invoicing and collection processes in the customers trade management information system; - Negotiates the network access contracts with the transport and distribution operators; - Signs and tracks the contracts performance for transport services for support activities related to electric power supply and the customers relations resulting from the application of certain legal provisions; - Signs and tracks the contracts performance for transport services, system services and market administration; - Provides the elaboration and implementation of the development plan and call-center operation; - Organizes the tracking of the indicators and verifies the compliance with the supply activity performance standard.
Occupation and work place	S.C. ELECTRICA FURNIZARE S.A.
Activity Type or Area	Electric power supply
Period	2013 – to date
Job title or position held	Member in the Board of Administration
Main Activities and Responsibilities	<ul style="list-style-type: none"> - Sets out the main business lines and approves the strategies and development policies of the company;

	<ul style="list-style-type: none"> - Sets out the accounting policies and the financial control system and approves the financial planning; - Approves the proposals related to the global development strategy, revamping, modernization, economic – financial restructuring of the company;
Employer's Name and Address	CONPET S.A. Ploiesti, No.1-3, Anul 1848 Str., Ploiesti
Activity type or Area	Administration of the oil products transport in the national system
Period	2014 - 2015
Job title or Position held	Economist principal specialist within Post-Sale Customers Relations Service
Main Activities and Responsibilities	<ul style="list-style-type: none"> - Settles the complaints and proceedings entered in the registry of Electrica Furnizare S.A.; - Provides clients advice in the specific area; - Provides clients information related to aspects concerning the energy supplier;
Employer's Name and Address	S.C. ELECTRICA FURNIZARE S.A. Bucuresti, Stefan cel Mare Str., No.1 A, Sector 1, Bucuresti
Activity type or Area	Electric power supply support
Period	2003 – 2014
Job title or Position held	Chairman of the Board of Administration
Main Activities and Responsibilities	<ul style="list-style-type: none"> - Sets out the main business lines and approves the strategies and development policies of the company; - Sets out the accounting policies and the financial control system and approves the financial planning; - Approves the proposals related to the global development strategy, revamping, modernization, economic – financial restructuring of the company; - Negotiation, execution and track of the financing contracts with financial-banking institutions; - Direct coordination of the electric power producing and procurement; management of the electric power and gas energy contracts; sale and buy of green certificates; - Management of the balancing market; management of the electric power contracts (en-gros market, PCCB, PZU, procurement and supply in regulated and negotiated regime, highly efficient co-generation; - Analysis and assessment of the conditions existing on the electric power market; coordination electric power import and export activity; - Coordination, as project manager, of the projects on

	structural funds;
Employer's Name and Address	- S.C. NEPTUN S.A. , No.57-63, Bobalna Street, Campina
Activity type or Area	Design, mechanical transmission production, producing, electric power supply
Period	2011 - 2014
Job title or Position held	Deputy General Manager
Main Activities and Responsibilities	<ul style="list-style-type: none"> - Management of financial, technological and human resources needed for the effective operation of the company; - Negotiation, signing and tracking financing contracts with bank financial institutions
Employer's Name and Address	S.C. PALTINU S.A. Campina, Bobalna Street, no.57-63, Campina
Activity type or Area	Lease and sublease of the personal or leased assets
Period	2005-2014
Job title or Position held	Administrator and General Director
Main Activities and Responsibilities	<ul style="list-style-type: none"> - Settlement of company's general objectives and quarterly/half-yearly/annual monitoring of the objectives achievement level; - Elaboration and tracking the execution of the income and expenditure budgets; - Coordination of the commercial, marketing, technical, financial-accounting, human resources; - Identification of business opportunities, specific market monitoring and identification of the opportunities/constraints of legislative financial, technological and social nature existing in the business environment of the firm, the identification of the development opportunities related to the services offered by the firm in compliance with the market trends, identification and triggering the attracting the resources necessary for the implementation of new business ideas.
Employer's Name and Address	S.C. NEPTUN TRADING S.R.L., No.57-63, Bobalna Street, Campina
Activity type or Area	Wholesale of household appliances, radios and televisions
Period	2005-2014
Job title or Position held	Chairman of the Board of Administration
Main Activities and Responsibilities	<ul style="list-style-type: none"> - Elaboration of all necessary acts, useful for the achievement of the core business of the company; - Approves the annual procurement program; - Concludes legal acts on behalf and in the company's account; - Sets out the main business lines and approves the strategies and development policies of the company; - Approves the proposals related to the development global strategy, revamping, modernization, economic-financial restructuring of the company; - Negotiation, execution and tracking the financing contracts concluded with financial-banking institutions; - Coordination, as project manager, of the projects on structural funds;

Employer's Name and Address	S.C.SOCERAM S.A. Bucuresti
Activity type or Area	Building Materials Production
Period	2009-2014
Job title or Position held	Chairman of the Board of Administration
Main Activities and Responsibilities	<ul style="list-style-type: none"> - Sets out the main business lines and approves the strategies and development policies of the company; - Approves the proposals related to the development global strategy, revamping, modernization, economic-financial restructuring of the company;
Employer's Name and Address	S.C. HIDROTEHNICA GALATI S.A., No.1, Lunca Siretului Street, Galati
Activity type or Area	Construction of water projects
Period	2007-2013
Job title or Position held	Adviser
Main Activities and Responsibilities	Provides advice in the energy domain and obtains European funds for the core business
Employer's Name and Address	S.C. ELECTROUTILAJ S.A. Campina, No.44, Bobalna Street, Campina
Activity type or Area	Manufacturing of electric power control and distribution apparatus
Period	2004 - 2005
Job title or Position held	General Director
Main Activities and Responsibilities	<ul style="list-style-type: none"> - Management, organization and provision of maximum efficient operation of the company, by elaboration of development strategies, identification of opportunities, engagement of financial, technological and human necessary resources, coordination of the financial resources strategic planning, management of fixed assets, fiscal capital, observing the organizational business plan
Employer's Name and Address	S.C. METALEUROEST S.R.L, No 37-39, Fabricii Street, Campina
Activity type or Area	Trading the metals and primary metals for the foundries
Period	2003-2004
Job title or Position held	Chairman of the Board of Administration
Main Activities and Responsibilities	<ul style="list-style-type: none"> - Approves the strategies and development policies of the company; - Elaboration and tracking the execution of income and expenditure budgets; - Identification of business opportunities, specific market monitoring and identification of development opportunities
Employer's Name and Address	S.C. MEDIMFARM S.A., No. 11, Targoviste Street, Ploiesti
Activity type or Area	Wholesale of pharmaceutical products

Period	2000 - 2004
Job title or Position held	Commercial Director
Main Activities and Responsibilities	<ul style="list-style-type: none"> - Participate in the company's development strategy and the commercial strategy of the company; - Coordinating the supplying, marketing, technical, financial accounting, human resources activities; - Representing the company in relations with the third parties natural and legal persons;
Employer's Name and Address	S.C. METALEUROEST S.R.L. , Fabricii Street, no. 37-39, Campina
Activity type or Area	Trading the ferrous and nonferrous products for foundries
Period	1997 – 2000
Job title or Position held	Economist
Main Activities and Responsibilities	Negotiation with foreign suppliers of ferrous and nonferrous product offers, contractual conditions, imports' performance, customs formalities, offering the foundry, selling materials, tracking receipts
Employer's Name and Address	S.C. METALEUROEST S.R.L. , Fabricii Street, no. 37-39, Campina
Activity type or Area	Trading the ferrous and nonferrous products for foundries
Education and Training	
Period	2014
Qualification/ Diploma	PUBLIC PROCUREMENT EXPERT Certification
Name and type of organization providing education and training	Ministry of Education
Period	2010
Qualification/ Diploma	PROJECT MANAGER STRUCTURAL FUNDS Certification
Name and type of organization providing education and training	Prahova Chamber of Industry and Commerce
Period	2009
Qualification/ Diploma	Accessing programs financed by the administration of the Environment Fund
Name and type of organization providing education and training	Bordun Tehnologica
Period	2007 - 2008
Qualification/ Diploma	PROFICIENT MANAGEMENT
Name and type of organization providing education and training	CODECS THE Open University
Period	2004
Qualification/ Diploma	HUMAN RESOURCES INSPECTOR Certification
Name and type of organization providing education and	Prahova Chamber of Industry and Commerce

training	
Period	2002
Qualification/ Diploma	Business Science in Trade Management
Name and type of organization providing education and training	Perfect Service, Bucharest
Period	1997
Qualification/ Diploma	Computer-assisted management accounting
Name and type of organization providing education and training	PRO MANAGEMENT Bucharest
Period	1992 -1997
Qualification/ Diploma	Economist
Name and type of organization providing education and training	ACADEMY OF ECONOMIC STUDIES, Bucharest, Faculty of Commerce - Economics, majoring in Tourism-Services, University Degree in Economic Sciences
Period	1987-1991
Qualification/ Diploma	Baccalaureate
Name and type of organization providing education and training	High school no. 3 Campina, the Electro-technical Department, Electro- energetic certified
Personal Skills and Competences	
Mother language	Romanian
Foreign languages	English, written and spoken, conversational level
Social skills and competences	PR competences (social competence, good communication skills), team spirit, motivation and adaptation skills, creativity, seriousness
Organizational skills and competences	very good experience of project management and team leadership skills, ability to synthesis and analysis, decisional capacity
PC skills and competences	Windows user, Internet, OPEN
Driving license	B category
Personal Information	Married, 2 children