



Curriculum vitae Europass

Personal data

Name / Surname **GHEORGHE, Roxana Elena**

Address

PHONE:

Fax

E-mail:

Nationality **Romanian**

Date of birth

Personal data

Work Experience

Period **June 2017 - to date**

Position or capacity **EXPERT, INTERNATIONAL RELATIONS DIRECTORATE**

Main activities and responsibilities

- Contributes to the development of the collaboration relations of ANRE with similar structures from other countries and professional international structures;
- Takes part to the work group sessions established at national and community level for the implementation of the community acquis from related areas;
- Represents the company at events, symposiums, conferences related to electrical energy, natural gas;
- Monitors the European evolutions in the regulation process related to natural gas, electricity, co-generation and energy efficiency.

Name and address of the employer

NATIONAL AUTHORITY FOR THE REGULATION IN ENERGY, No.3, Constantin Nacu Street, sector 2, Bucharest

Type and field of activity

Draft, approval and monitoring of the application of the compulsory regulations at national level necessary for the operations of the electricity, thermal and natural gas energy sector and market

Period **2013 - to date**

Position or capacity **Administration Board Member**

Main activities and responsibilities

- Sets the main business directions and approves the company development strategies and policies;
- Sets the accounting policies and the financial control system and approves the financial planning;
- Approves the proposals related to the development, retechnologization, modernization and financial and economic development of the company;
- Investor Relations, Bucharest Stock Exchange, coordinating the communication activity with partners, in-line organizations in the country and abroad, CONPET representative in CRE (Centrul Român al Energiei);
- Representation of the company at events, symposiums, conferences related to electrical energy, crude oil, natural gas;

Name and address of the employer

CONPET S.A. Ploiești, No. 1-3, Anul 1848 Street, Ploiești

Type and field of activity

Management of the oil products transport via the national pipeline transport system

Period **February 2017 – June 2017**

Position or capacity

Lead Economist in the Post Sale Customer Relations

Main activities and responsibilities	<ul style="list-style-type: none"> - Manages the activity of settlement of complaints and notifications of the end-users; - Organizes the tracking, assessment and reporting of the performance indicators and checks the compliance with the performance standard related to the supply business; - Provides elaboration and implementation of the development plan and call-center operation; - Manages the customer information on aspects related to the relation with the electricity provider.
Name and address of the employer	ELECTRICA FURNIZARE S.A. Bucharest
Type and field of activity	Electricity Supply
Period	2015 - February 2017:
Position or capacity	Trade Operations Manager
Main activities and responsibilities	<ul style="list-style-type: none"> - Takes part in the elaboration of the business development strategy; - Applies the strategy and policies in the field of electricity, administration of cashing and invoicing flow in the electronic system of customer data bases; - Manages the activity of settlement of complaints and notifications of the end-users; - Organizes the tracking, assessment and reporting of the performance indicators and checks the compliance with the performance standard related to the supply business; - Negotiates, manages and pursues the contracts for access to the network concluded with the transport, distribution and market administration; - Negotiates and pursues the supply services contracts for support activities for the supply of electricity and customer relations resulted from the application of the legal provisions; - Provides the preparation and implementation of the development plan and call-center operation; - Provides the elaboration and implementation of the call center development and running plan; - Represents the company at conferences and symposiums related to electricity and natural gas.
Name and address of the employer	ELECTRICA FURNIZARE S.A. Bucharest
Type and field of activity	Electricity supply
Period of time	2014 – 2015
Position or capacity	Specialized Main Economist within the Post Sale Customer Relations
Main activities and responsibilities	<ul style="list-style-type: none"> - solves complaints and notifications recorded within the Record office of Electrica Furnizare S.A.; - provides consultancy to the customers in the specific activity field; - provides the customer information on aspects related to the relation with the energy provider
Name and address of the employer	S. ELECTRICA FURNIZARE S.A. Bucharest , Șos. Ștefan cel Mare, No. 1 A, sector 1, Bucharest
Type and field of activity	Consultance on electricity supply
Period of time	2003 – 2014
Position or capacity	President of the Administration Board
Main activities and responsibilities	<ul style="list-style-type: none"> - Sets the main directions and approves the company development strategies and policies; - Sets the accounting policies and the financial control system and approves the financial planning; - Approves the proposals related to the development, retechnologization, modernization and financial and economic restructuring global strategies of the company; - Negotiating, signing and following up financing contracts with banking and financial entities; - Coordinates communication with business partners, electricity and natural gas institutions, represents the company at various events in the energy sector; - Direct coordination of the activity related to producing and purchasing electricity; managing the agreements on electricity and gas; sale and purchase of green certificates; - Management on the balancing market; management of electricity contracts (energy market, PCCB, PZU, purchase and supply based on regulations and negotiations, high efficiency cogeneration – granting and receiving bonuses); - offers and operation on the electronic platforms specific to the Electricity Market (PZU, PCCB-NC, The Balancing Market); - obtaining authorizations, activity licenses, producing electricity; supplying gas; elaborating documentation and obtaining high efficiency cogeneration bonuses; - analysis and assessment of the electricity market conditions; coordinating the import export of electricity - coordinating the structural fund projects acting as project manager;
Name and address of the employer	S.C. NEPTUN S.A. , No. 57-63, Bobâlna Street, Câmpina

Type and field of activity	Design, production of mechanical transmissions, electricity production and supply
Period of time	2011 – 2014
Position or capacity	Deputy Director General
Main activities and responsibilities	<ul style="list-style-type: none"> - management of the financial, technological and human resources, necessary for an efficient activity of the company; - negotiating, signing and following up financing contracts with banking and financial entities;
Name and address of the employer	S.C. PALTINU S.A. Câmpina , Str. Bobâlna, No. 57-63, Câmpina
Type and field of activity	Renting and subrenting real estate assets owned or rented
Period of time	2005 – 2014
Position or capacity	Administrator and Director General
Main activities and responsibilities	<ul style="list-style-type: none"> - Setting the general objectives of the company and quarterly/biannual/yearly monitoring of the degree of accomplishment; - Elaborating and following-up the revenues and expenditure budgets; - Coordinating the trade, marketing, technical, financial and accounting, human resources activities; - Identifying the business opportunities, monitoring the specific market and identifying opportunities and constraints in the areas of legislation, financial, technology and social related to the business environment of the company, identifying the means to develop the services offered by the company according to the market tendencies, identifying and attracting the resources required to the implementation of the new ideas in business; - Company representation at conferences, symposiums, energy, automotive, construction fairs.
Name and address of the employer	S.C. NEPTUN TRADING S.R.L. , Str. Bobâlna, No. 57-63, Câmpina
Type and field of activity	Wholesale of electrical home devices, radios and tv sets
Period of time	2005 – 2014
Position or capacity	Chairman of the Board of Administration
Main activities and responsibilities	<ul style="list-style-type: none"> - elaborating all the documents required and useful for the company in the accomplishment of the company activity; - approval of the yearly procurement plan; - signing legal documents on behalf and for the company; - Sets the main directions and approves the company development strategies and policies; - Approves the proposals related to the development, retechnologization, modernization and financial and economic restructuring global strategies of the company; - negotiating, signing and following up financing contracts with banking and financial entities; - coordinating the structural fund projects in the project Manager capacity; - Coordinating communication with business partners, electricity and natural gas institutions, represents the company at various events in the energy sector; - Representing the company, locally and abroad, at various events, fairs, conferences, symposiums in areas like electricity, co-generation, natural gas, construction materials.
Name and address of the employer	S.C. SOCERAM S.A. București ,
Type and field of activity	Production of construction materials
Period of time	2009 – 2014
Position or capacity	Chairman of the Board of Administration
Main activities and responsibilities	<ul style="list-style-type: none"> - Sets the main directions and approves the company development strategies and policies; - Approves the proposals related to the development, retechnologization, modernization and financial and economic restructuring global strategies of the company;
Name and address of the employer	S.C. HIDROTEHNICA GALAȚI S.A. , No. 1, Lunca Siretului Street., Galați
Type and field of activity	Hydrotechnical constructions
Period of time	2007 – 2013

Position or capacity	Counselor
Main activities and responsibilities	- Consultancy in the field of energy and in obtaining European funds for the accomplishment of the scope of business
Name and address of the employer	S.C. ELECTROUTILAJ S.A. Câmpina , Str. Bobâlna, No. 44, Câmpina
Type and field of activity	Manufacturing electricity control and distribution devices
Period of time	2004 – 2005
Position or capacity	Director General
Main activities and responsibilities	- Management, organization and assuring the company activity under maximum efficiency conditions, by elaboration of the development strategies, identification of opportunities, financial resources, technology and human resources necessary, coordination of the strategic planning of the financial resources, administration of the fixed means, of the financial capital, in observance of the organizational business plan.
Name and address of the employer	S.C. METALEUROEST S.R.L , Str. Fabricii No. 37-39, Câmpina
Type and field of activity	Trade of iron mixtures and metals for casting plants
Period of time	2003 – 2004
Position or capacity	Chairman of the Board of Administration
Main activities and responsibilities	- approval of the company development strategies and policies; - Elaborating and following the budgets of revenues and expences; - identification of business opportunities, specific market monitoring and identification of the development opportunities.
Name and address of the employer	S.C. MEDIMFARM S.A. , no. 11, Târgoviștei Street, Ploiești
Type and field of activity	Wholesale of pharma products
Period of time	2000 – 2004
Position or capacity	Trade Manager
Main activities and responsibilities	- Taking part in the elaboration and development of the company and the elaboration of the commercial strategy of the company; - Coordinating the trade, marketing, technical, financial and accounting, human resources activities; - representation of the company in the relations with the thirds natural and legal persons.
Name and address of the employer	S.C. METALEUROEST S.R.L , Str. Fabricii No. 37-39, Câmpina
Type and field of activity	Wholesale with iron and non based products, for casting plants
Period of time	1997 – 2000
Position or capacity	Economist
Main activities and responsibilities	- Negotiation with the providers abroad, of the offers related to iron based and non iron based products, of the agreement terms, imports, duane formalities, offers to the casting plants, sale of the materials, following the cashed amounts.
Name and address of the employer	S.C. METALEUROEST S.R.L , Str. Fabricii No. 37-39, Câmpina
Type and field of activity	Wholesale with iron based products and non, for casting plants

Training and Education

Period of time **May 2017**

Qualification / degree obtained **Post-university Course for ongoing professional development and training in national security and defence „Security and best governance”**
 Name and type of the education organization / training provider **National Defence College, „Carol 1” National University of Defence, Ministry of Education and Ministry of Defence**

Period of time **2014 and 2016**

Qualification / degree obtained **Certificate of Public Procurement Expert based on EGO 34/2009**
Certificate of Public Procurement Expert based on Laws 98 and 99/2016
 Name and type of the education organization / training provider **Ministry of Education**

Period of time **2015**

Qualification / degree obtained **Internal auditor in the public sector**
 Name and type of the education organization / training provider **Ministry of Education**

Period of time **2010**

Qualification / degree obtained **Certificate of Project Manager for Structural Funds**
 Name and type of the education organization / training provider **Prahova Chamber of Commerce and Industry**

Period of time **2007 – 2008**

Qualification / degree obtained **PERFORMING MANAGEMENT in English**
 Name and type of the education organization / training provider **CODECS The Open University**

Period of time **2005**

Qualification / degree obtained **Certificate of Human Resources Inspector**
 Name and type of the education organization / training provider **Chamber of Commerce and Industry Prahova**

Period of time **2002**

Qualification / degree obtained **Science of Business in the Commercial Management**
 Name and type of the education organization / training provider **Perfect Service Bucharest**

Period of time **1997**

Qualification / degree obtained **Course of computer - Assisted Accounting specific to management**
 Name and type of the education organization / training provider **PRO MANAGEMENT Bucharest**

Period of time **1996**

Qualification / degree obtained **Certificate of English Knowledge**

Name and type of the education organization / training provider FIDES – Center of Foreign Languages, Bucharest

Period of time 1992 – 1997

Qualification / degree obtained Economist

Name and type of the education organization / training provider Academy of Economic Studies Bucharest, Commerce Faculty - Economic Profile, Specialization Tourism and Services

Period of time 1987 – 1991

Qualification / degree obtained Baccalaureate

Name and type of the education organization / training provider Highschool No. 3 Câmpina, Electrotechnical Profile, Certificate of Specialist in Energo-energy

Personal skills and competences

Mother language Romanian

Foreign Languages English- written and spoken production;
French language: written and spoken production;
Italian language: conversational language

Social Skills and Competences PR competences (social, good communication), team spirit, adaptation ability, motivation, creative spirit, seriousness.

Organizational skills and competences Very good experience in the project management and team management.
Leadership skills, synthesis ability, decision making ability.

Computer skills and competences PC Operation (Microsoft office – Word, Excel, Access, PowerPoint), OPEN, SAP user
Driver's License Category B