

# Curriculum vitae



## Personal Information

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

Address -

Telephone +40726 738017

Nationality Romanian

Birth Date December 20, 1979

Gender Female

## Work Experience

Period **February 1, 2018 - to date**

Job title or Position held Deputy Director General 1

Main activities and responsibilities Coordinates the activity of the Director of Trade, Environment and Administrative Direction, as well as the activity of the Human Resources Service, of the Strategic Projects Service, of the Legal Service, of the Communication and Public Relations Service and of the Corporate Management Service.

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

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

Period **June 12, 2017 – January 31, 2018**

Job title or Position held Director of Trade and Regulated Activities Direction

Main activities and responsibilities Organization and pursuit of the procurement procedures in compliance with the Internal Procedural Norms;  
Tracking contracts performance from the commercial point of view;  
Definition and realization of the department goals, so as to achieve the company's integrated objectives.

Employer's Name and Address The company CONPET S.A. Ploiesti

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

Period	<b>April 15, 2016– June 11, 2017</b>
Job title or Position held	Head of the Legal, Regulated Activities Department
Main activities and responsibilities	Organization and coordination of the work performed by the subordinated organizational entities, namely: the Legal Service, the Prevention and Protection, Emergency Situations Service, the Environmental Permits Office; Definition and achievement of the department's objectives so as to fulfill the company's integrated goals.
Employer's Name and Address	The company CONPET S.A. Ploiesti
Activity type or Area	Crude oil, rich gas, liquid ethane and condensate transport through pipelines
Period	<b>December 15, 2014 - April 14, 2016</b>
Job title or Position held	Director of the Corporate Management Direction
Main activities and responsibilities	Organization and coordination of the work performed by the subordinated organizational entities, namely: the Legal Service, the Human Resources Service, the Investor Relations and Capital Market Service and of the Management Systems' Certification Service. Definition and achievement of the department's objectives so as to fulfill the company's integrated goals..
Employer's Name and Address	The company CONPET S.A. Ploiesti
Activity type or Area	Crude oil, rich gas, liquid ethane and condensate transport through pipelines
Period	<b>November 2012 – December 14, 2014</b>
Job title or Position held	Head of Legal and Litigation Service
Main activities and responsibilities	Coordination of the entire legal assistance and representation of the company's interests against the Courts, as well as in relation with third parties.
Employer's Name and Address	The company CONPET S.A. Ploiesti
Activity type or Area	Crude oil, rich gas, liquid ethane and condensate transport through pipelines
Period	<b>April 2009 - November 2012</b>
Job title or Position held	Head of the Legal Service
Main activities and responsibilities	Coordination of all 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	The company CONPET S.A. Ploiesti
Activity type or Area	Crude oil, rich gas, liquid ethane and condensate transport through pipelines
Period	<b>March 2003 – April 2009</b>
Job title or Position held	Legal Adviser
Main activities and responsibilities	Legal assistance and representation of the company's interests
Employer's Name and Address	The company CONPET S.A. Ploiesti
Activity type or Area	Crude oil, rich gas, liquid ethane and condensate transport through pipelines
Period	<b>2004-2005</b>
Job title or Position held	Junior teaching assistant
Employer's Name and Address	„Oil & Gas” University

## **Education and Training**

Period	March 2017
Qualification/Diploma	“Business without Corruption” Training
Name and type of organization providing education and training	Romanian Chamber of Commerce and Trade
Period	March - April 2017
Qualification/Diploma	Intensive Business English Course
Name and type of organization providing education and training	EUROPE-LINK LIMITED
Period	July - September 2016
Qualification/Diploma	Occupational Health and Safety related Risks Appraisal
Name and type of organization providing education and training	HSEQ CONSULTING S.R.L.
Period	June 2016
Qualification/Diploma	Occupational Health and Safety Inspector
Name and type of organization providing education and training	WNR INTERNATIONAL SRL
Period	May 2016
Qualification/Diploma	Technical Employee - Fire Prevention and Extinguishing
Name and type of organization providing education and training	WNR INTERNATIONAL SRL
Period	December 2015
Qualification/Diploma	Human Resources Manager
Name and type of organization providing education and training	EXPERT AKTIV GROUP SRL
Period	July 2015
Qualification/Diploma	The organization and foundations of communication
Name and type of organization providing education and training	MIRAUR SRL
Period	September 2013
Qualification/Diploma	International Financial Reporting Standards - IFRS
Name and type of organization providing education and training	KPMG AUDIT SRL
Period	July 2013
Qualification/Diploma	Internal auditor in the public sector
Name and type of organization providing education and training	The Ministry of National Education and Ministry of Labor, Family, Social Protection and Elders' Safety

Period	May 2013
Qualification/Diploma	Course "Evaluation of the Implementation of the Internal / Managerial Control System, Internal Audit, Risk Management, Corporate Governance "
Name and type of organization providing education and training	Contaplus Project
Period	March 2012
Qualification/Diploma	Participation to the program "The internal/managerial control standards system, system procedure. OMFA operational procedure no. 946/2005."
Name and type of organization providing education and training	Cadet&Training
Period	2006
Qualification/Diploma	Graduate of Module III - „Applying harmonized legislation in industry and trade”
Name and type of organization providing education and training	The Ministry of Economy and Trade
Period	2004-2005
Qualification/Diploma	Graduate of the MBA „Economic Litigation Management”
Name and type of organization providing education and training	Pan-European post-University College and „Oil & Gas” University
Period	March 2003
Qualification/Diploma	Graduate of the course „Applying the New Labor Code and Settlement of the Labor Disputes”
Name and type of organization providing education and training	Prahova Chamber of Industry and Commerce
Period	1998 - 2002
Qualification/Diploma	Bachelor of Law
Name and type of organization providing education and training	Romanian - American University, Bucharest

## Personal Skills and Competences

### Foreign languages

	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	Written production
<b>English</b>	C1	C1	C1	C1	C1
<b>French</b>	B1	B1	B1	B1	B1

Social skills and competences	<ul style="list-style-type: none"> <li>- interpersonal communication skills</li> <li>- team spirit</li> <li>- strong personality, honorable, dynamic, sociable, communicative person</li> </ul>
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Organizational skills and competences	<ul style="list-style-type: none"><li>- capacity to respond to deadlines and work under pressure</li><li>- organized and analytical</li><li>- oriented towards performance and results</li><li>- efficient time management by prioritizing activities</li></ul>
PS skills and competences	Proficiency in PC, MS Office (Word, Excel, Power Point etc.)
Driving license	B Category