

Curriculum vitae

Personal information

Last and first names **STAN OLTEANU, Manuela Petronela**

Address

Telephone

E-mail

Nationality

Date of birth

Gender Female

Work experience

Dates May 2018 - present

Position Administrator

Employer, name and address Competent Authority for Regulation of Offshore Oil Operations at the Black Sea, 6, Cristea Georgescu Street, Constanta, Romania

Type of activity or sector of activity Exercise of the competencies specific to the administrator established by the specific legislation, namely: approves the draft budget of revenues and expenditures, approves, at the proposal of the president, the tariffs for the works and services performed by the competent authority in favour of the oil agreements holders, operators and owners; approves the competent authority's institutional development strategy, activity programs and cooperation programs; approves the annual plans for effective supervision in accordance with the requirements expressly provided by law; approves the activity report of the competent authority, to be submitted to the Government, etc.

Dates March 2018 – present

Position Personal Counsellor of the Government Secretary General

Employer, name and address Government General Secretarial Office, 1, Victoriei Square, Bucharest, Romania

Type of activity or sector of activity Counselling of the Government Secretary General on the conduct of the technical and strategic operations related to the acts of governance, solving the organizational, legal, economic and technical problems of the Government clerks and Prime Minister, advises the activity of the entities subordinated to the Government General Secretarial Office (NAMR, RAPPS, DALAP, INSE, CNCAN, ANMCS, ONJN, ACROPO, etc.)

Dates November 2017- present

Position Chairman of the Board of Directors

Employer, name and address Conpet SA, 2, Anul 1848 Street, Ploiesti, Romania

Type of activity or sector of activity Exercise of the competencies specific to the position of chairman of the board of directors - analysis and approval of the main directions of activity and development of the company, establishment of accounting policies and financial control system, appointment and dismissal of directors and setting of their remuneration, supervision of the activity of directors, preparation of the annual report , organization of the general meeting of shareholders and implementation of their decisions

Dates November 2017 – present

Position Administrator

Employer, name and address Termoelectrica Midia Navodari SA Plant, 9, Navodari Blvd., Constanta, Romania

Type of activity or sector of activity	Exercise of the competences specific to the position of administrator - analysis in order to establish the main directions of activity and development of the company, establishment of the accounting policies and the financial control system, appointment and revocation of the directors and their remuneration, supervision of the activity of the directors, preparation of the annual report, organisation of the general assembly of shareholders and implementation of their decisions
Dates	September 2017 – present
Position	Special Administrator
Employer, name and address	Company of Hydroelectric Services Hidroserv SA, 3, Constantin Nacu Street, Bucharest, Romania
Type of activity or sector of activity	Management of the company during the observation period, ensuring the integral management of the company, representation of its interest in the relationship with the shareholders, customers, creditors, suppliers, authorities, syndic judge, administrator and other interested parties. Execution of the combined responsibilities of the Executive Director and the Board of Directors. Drawing up and application of the reorganization plan.
Dates	August 2017- November 2017
Position	Administrator
Employer, name and address	Company Electrocentrale Grup SA, 1,3, Lacu Tei Blvd., Bucharest, Romania
Type of activity or sector of activity	Exercise of the competences specific to the position of administrator - analysis and approval of the main directions of activity and development of the company, establishment of the accounting policies and of the financial control system, appointment and revocation of the directors and setting of their remuneration, supervision of the activity of the directors, preparation of the annual report, organisation of the general assembly of shareholders and implementation of their decisions
Dates	January 2017 - July 2017
Position	Special Administrator
Employer, name and address	Company Electrocentrale Bucuresti SA , 227, Independentei Drive, Bucharest, Romania
Type of activity or sector of activity	Management of the company during the observation period, ensuring the integral management of the company, representation of its interest in the relationship with the shareholders, customers, creditors, suppliers, authorities, syndic judge, administrator and other interested parties. Execution of the combined responsibilities of the Executive Director and the Board of Directors. Drawing up and application of the reorganization plan.
Dates	January 2017 – March 2018
Position	Counsellor of the Minister
Employer, name and address	Ministry of Energy, 202E, Independentei Drive, Bucharest, Romania
Type of activity or sector of activity	Advising the Minister of Energy on the administration, privatization, restructuring, liquidation of post-privatization of national companies, national societies and companies for which the Ministry of Energy has the quality of public institution involved, etc.
Dates	May 2015 – October 2017
Position	Legal Advisor - Legal Service
Employer, name and address	National Salt Company S.A., Plevnei Drive no. , Bucharest, Romania
Type of activity or sector of activity	Providing specialized legal advice in the field of activity of the company, drawing up and approving all documents that legally engage the company, formulating the petitions for appeals and defence in the disputes in which SNS SA is a party, participation and counselling on request of the board of directors. Representation of the company in legal matters in relation to the RAC and NAMR, etc.
Dates	March 2014 – November 2016
Position	General Director, General Legal Division
Employer, name and address	Authority for the Administration of State's Assets, 50, Căpitan Av. Alex Șerbănescu Blvd., 1st district, Bucharest, Romania

Type of activity or sector of activity	Management of the legal assistance activities, defence of the property and non-patrimonial interests of AAAS regarding the activity of administration and capitalization of participations of the state related to the pursue of the implementation of the clauses of the privatization contracts, recovery of the claims held by AAAS, labour litigations, FNI litigations, etc.
Dates	November 2013 – March 2014
Position	Cabinet Director – Ministry of Economy
Employer, name and address	Ministry of Economy, 152, Victoriei Drive, Bucharest, Romania
Type of activity or sector of activity	Managing the work of the Cabinet of the Secretary of State. Advising the Secretary of State in his/her field of activity. Ensuring the interface between the Minister and the functional structures of the Ministry of Economy, especially those in the field of industrial policies, European funds and the administration of the society.
Dates	August 2013 – November 2013
Position	General Director, General Legal Division
Employer, name and address	Authority for the Administration of State's Assets, 50, Căpitan Av. Alex Șerbănescu Blvd., 1st district, Bucharest, Romania
Type of activity or sector of activity	Management of the legal assistance activities, defence of the property and non-patrimonial interests of AAAS regarding the activity of administration and capitalization of participations of the state related to the pursue of the implementation of the clauses of the privatization contracts, recovery of the claims held by AAAS, labour litigations, FNI litigations, etc.
Dates	April 2013 – August 2013
Position	Director, Legal Division
Employer, name and address	Authority for the Administration of State's Assets, 50, Căpitan Av. Alex Șerbănescu Blvd., 1st district, Bucharest, Romania
Type of activity or sector of activity	Leadership in the Legal field and coordination of functional departments subordinated to the Division; Management of the legal assistance activities, defence of the patrimonial and non-patrimonial interests of AAAS regarding the activity of administration and capitalization of the participation of the state in monitoring the execution of the clauses of the privatization contracts, recovery of the claims held by AAAS, applying the Law no.10 / 2001 , labour litigation, FNI litigation, insolvency litigation, issue of voting rights, etc.
Dates	June 2010 – April 2013
Position	Counsellor of the Chairman, Counsellors Corps
Employer, name and address	Authority for the Valorisation of the State's Assets, 50, Căpitan Av. Alex Șerbănescu Blvd., 1st district, Bucharest, Romania
Type of activity or sector of activity	Advising the President of AVAS on the activity of management and capitalization of the state's holdings and receivables, Legal counselling in the field of AVAS Advice on insolvency of companies and stocks in the AVAS portfolio
Dates	January 2007 - June 2010
Position	Legal Expert, Control and Public Relations General Division - Portfolio Control Division
Employer, name and address	Authority for the Valorisation of the State's Assets, 50, Căpitan Av. Alex Șerbănescu Blvd., 1st district, Bucharest, Romania
Type of activity or sector of activity	Managing and capitalizing state's holdings and claims, legal, control Verification and control of the way of organizing and conducting the procedures for the sale of state-owned shares in commercial companies as a result of the requests of the state institutions or the claims / complaints / notifications / memos of legal and natural persons, verification of the administration of the commercial companies where the state owns at least one significant shares package;
Dates	September 2006 - January 2007
Position	Legal Advisor, General Legal Division - Legal Assistance, Privatization and Administration Division

Employer, name and address	Authority for the Valorisation of the State's Assets, 50, Căpitan Av. Alex Șerbănescu Blvd., 1st district, Bucharest, Romania
Type of activity or sector of activity	Managing and capitalizing the assets and liabilities of the state, legal issues Providing expert advice on corporate governance, debt and competition policy management, privatization, verification and endorsement of GPA mandates to portfolio companies, endorsement of privatization notes, service contracts, public procurement notices, participation in the drafting of normative acts, etc.
Dates	August 2006 - September 2006
Position	Head of Service – Control Corps of the Minister
Employer, name and address	Ministry of Transport, Construction and Tourism, 38, Dinicu Golescu Blvd., 1st district, Bucharest
Type of activity or sector of activity	Control of transport, construction, tourism; Preparation and approval of control topics, approval of reports and control notes, Coordinate, monitor and guide the specific control activity carried out by subordinate officials. Proposal for measures to improve and control risks specific to controlled entities in the field of transport, construction and tourism
Dates	May 2006 - July 2006
Position	Director of Agency, Legal Advisor
Employer, name and address	SC Perfect-Tour SRL , Sevastopol Street, 1st district, Bucharest
Type of activity or sector of activity	Legal advice in the field of tourism The formulation of actions and defence in the files in which the company was a party, the drawing up of contracts, the obtaining of permits and permits specific to the object of activity of the company. Travel agency management
Dates	July 2005 - May 2006
Position	Deputy Director– Legal, Authorisation and Control Division
Employer, name and address	Ministry of Transport, Constructions and Tourism National Authority for Tourism, 38, Dinicu Golescu Blvd., 1st district, Bucharest
Type of activity or sector of activity	Organizing, coordinating and guiding the activity of control and authorization of the tourism structures with functions of accommodation and public catering, elaboration of draft normative acts in the field of quality and control of tourism services, approval of notes and decisions initiated by the management, drawing up of syntheses and reports related to the authorization and control activity, the classification of the tourist beaches, the approval of the ski slopes and the ski trails, the authorization of the shipping companies, the participation in the public procurement commissions, the granting of the legality approval on the documents, on normative acts elaborated by other public institutions competent in this respect. Member in the Committee for the granting of building permits (GD no. 31/1995 - including SAPARD)
Dates	April 2005 - July 2005
Position	Head of Authorisation Service – Authorisation and Control Division
Employer, name and address	National Authority for Tourism, 38, Dinicu Golescu Blvd., 1st district, Bucharest
Type of activity or sector of activity	Organizing, coordinating and guiding the activity of control and authorization of the tourism structures with functions of accommodation and public catering, elaboration of draft normative acts in the field of quality and control of tourism services, approval of notes and decisions initiated by the management, drawing up of syntheses and reports related to the authorization and control activity, the classification of the tourist beaches, the approval of the ski slopes and the ski trails, the authorization of the shipping companies, the participation in the public procurement commissions, the granting of the legality approval on the documents, on normative acts elaborated by other public institutions competent in this respect.
Dates	April 2004 - April 2005
Position	Legal Advisor
Employer, name and address	National Authority for Tourism, 38, Dinicu Golescu Blvd., 1st district, Bucharest

Type of activity or sector of activity	Coordinator of the Legal and Contentious Department Ensuring the formulation of actions in litigations in which the National Authority for Tourism has procedural capacity, representing the institution before the courts of law, endorsing the contracts, notes, decisions and other documents that produce legal effects, approving the proposals for normative acts.
Dates	July 2003 - April 2004
Position	Legal Advisor – General Legal Division
Employer, name and address	Ministry of Transport, Constructions and Tourism, 38, Dinicu Golescu Blvd., 1st district, Bucharest
Type of activity or sector of activity	Formulation of actions in litigations in which the ministry was involved, representation of the institution in the courts of law, approval of contracts, notes, decisions and other documents producing legal effects, approval of proposals for normative acts. Participation in various negotiating committees for the award of public works contracts
Dates	2002 - 2003
Position	Member in the Board of Directors - SC Romanța Estival SA
Position	Chairman of the Board of Directors - SC Moldova Estival SA
Type of activity or sector of activity	Exercise of the specific functions of the administrator - establishing the main directions of activity and development of the company, establishing the accounting policies and the financial control system, appointing and revoking the directors and setting their remuneration, supervising the activity of the directors, preparing the annual report, organizing the general meeting of the shareholders and the implementation of its decisions
Dates	February 2001 - July 2003
Position	Legal Advisor – Legal Office
Employer, name and address	Ministry of Tourism, 17, Apolodor Street, 5th district, Bucharest
Type of activity or sector of activity	Formulation of actions in the litigations in which the Ministry has a procedural quality, representation of the institution before the courts of law, approval of contracts, notes, decisions and other documents producing legal effects, approval of proposals for normative acts. Participation in the committees for the privatization of assets and companies in the tourism field

Education and training

Dates	2013
Qualification / diploma awarded	Specialisation in Corporate Governance
Dates	2012
Qualification / diploma awarded	Mediator
Dates	2012
Qualification / diploma awarded	Project Manager Leadership in business– initiation training course Human Resources Manager Management of organisation and performance– initiation training course Entrepreneurship for sustainable development Management of diversity
Dates	2009-2010
Qualification / diploma awarded	Enhanced Civil Law and Civil Trial Law – Master's Degree Diploma University Titu Maiorescu – Faculty of Law

Dates 2004-2005
Qualification / diploma awarded Management of national security and defence – Post-graduate course on security and defence issues,
National University of Defence Carol I – National Defence College

Dates 2001-2002
Qualification / diploma awarded Manager in tourism activity – Graduation Diploma from the Post-Graduation Course , National Centre
for Touristic Education

Dates 1995-1999
Qualification / diploma awarded Bachelor's Degree in Law – University of Bucharest

Personal skills and competencies

Mother tongue **Romanian**
Foreign languages known English

Organisational skills and competencies Experience in organizing and leading companies, especially those in difficulty, good knowledge of public enterprises and applicable law
Resistance to stress and decision-making capacity
Vision on the development of companies based on commercial principles, for their profitability and efficiency
Very good interpersonal communication and communication skills
Negotiation skills, including mediation and conflict mitigation
Competencies to mediate collective negotiation and relationship with social partners

Driving licence Category B
Additional information References can be supplied at request