

Curriculum vitae



Personal Information

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

Address -

Telephone +40726 738017

Nationality Romanian

Political Affiliation Politically unaffiliated

Birth Date December 20, 1979

Gender Female

Work Experience

Period **01.12.2018 - to date**

Job title or Position held Deputy Director General

Main activities and responsibilities Coordination of the Human Resources Service, of the Legal Service, of the Contracts Tracking Service, of the Management System and Management internal Control, of the Strategic Projects and European Funds Bureau.

Replacement of the Director General when he is absent from the company.

Definition and achievement of the objectives under my competence as to reach the integrated objectives of the company.

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

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

Period **February, 2018 - November 30, 2018**

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 Governance Bureau.
	Replacement of the Director General when he is absent from the company.
	Definition and achievement of the objectives under my competence as to reach the integrated objectives of the company.
Employer's Name and Address	CONPET S.A. - Ploiesti
Activity type or Area	Crude oil, rich gas, liquid ethane and condensate transport via 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, 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 via pipelines
Period	April 15, 2016– June 11, 2017
Job title or Position held	Head of the Legal, Regulated Activities Department
Main activities and responsibilities	Organization and coordination of the activity of the Legal Service, the Prevention and Protection, Emergency Situations Service, the Environmental Permits Office; Definition and achievement of the department's objectives to reach 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 via pipelines
Period	December 15, 2014 - April 14, 2016
Job title or Position held	Director of the Corporate Management Direction
Main activities and responsibilities	Organization and coordination of 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 via pipelines
Period	November 2012 – December 14, 2014
Job title or Position held	Head of Legal and Litigation Service
Main activities and responsibilities	Coordination of all legal assistance activity 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 via pipelines

Period	April 2009 - November 2012
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 via pipelines

Period	March 2003 – April 2009
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 via pipelines

Period	2004-2005
Job title or Position held	Junior teaching assistant
Employer's Name and Address	„Oil & Gas” University

Education and Training

Period	December 2018
Qualification/Diploma	Risk Management
Name and type of organization providing education and training	Expert Aktiv Group SRL

Period	November 2018
Qualification/Diploma	Manager of the risk management system
Name and type of organization providing education and training	Expert Aktiv Group SRL

Period	March 2017
Qualification/Diploma	“Business without Corruption” Training
Name and type of organization providing education and training	Romanian Chamber of Commerce and Industry

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 Appraiser
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
English	Proficient User	Proficient User	Proficient User	Proficient User	Proficient User
French	Independent user	Independent user	Independent user	Independent user	Independent user

Social skills and competences - interpersonal communication skills
- team spirit
- strong personality, honorable, dynamic, sociable, communicative person

Organizational skills and competences - capacity to respond to deadlines and work under pressure
- organized and analytical
- oriented towards performance and results
- efficient time management by prioritizing activities

PS skills and competences Proficiency in PC, MS Office (Word, Excel, Power Point etc.)

Driving license B Category