

# Curriculum vitae



## Personal Information

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

Address -

Telephone 0726 738017

Nationality Romanian

Political Affiliation Politically unaffiliated

Birth Date December 20<sup>th</sup>, 1979

Gender Female

## Work Experience

Period **February 18<sup>th</sup>, 2019 – to date**

Job title or Position held **Deputy Director General** selected in accordance with the provisions of EGO no. 109/ 2011 on corporate governance of public enterprises, for a four-year mandate

Between 18.01.2020 – 04.02.2020 I had the capacity of DIRECTOR GENERAL.

Main activities and responsibilities Ensuring the management of the human resources activity, the legal assistance and representation activity, as well as the activity of the following organizational structures: Communication and Corporate Governance Unit, Contract Tracking Department, Management Systems and Internal Control Management Department, Strategic Projects Department, Environment Authorization Office and Information Security Office

Performance of the duties and responsibilities of the Director General when he is not present in the company

Achieving the objectives and performance indicators set by the Board of Directors in accordance with the Management Plan

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

Activity type or Area Transport of crude oil, rich gas, ethane and condensate by pipelines

Period **February, 2018 - February 17<sup>th</sup>, 2019**

Job title or Position held Deputy Director General

Main activities and responsibilities Coordinating the activity of the Commercial, Environment and Administrative Unit, Human Resources Department, Legal Department, Contract Tracking Department, Management Systems and Internal Control Management Department, Communication and Public Relations Department, Strategic Projects Department, Corporate Governance Office

	Performance of the duties and responsibilities of the Director General when he is not present in the company
	Definition and achievement of the objectives under my competence so as to achieve the integrated objectives of the company.
Employer's Name and Address	The company CONPET S.A. - Ploiesti
Period	<b>June 12<sup>th</sup>, 2017 – January 31<sup>st</sup>, 2018</b>
Job title or Position held	Director of Commercial 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
Period	<b>April 15<sup>th</sup>, 2016 – June 11<sup>th</sup>, 2017</b>
Job title or Position held	Head of the Legal and Regulated Activities Unit
Main activities and responsibilities	Organization and coordination of the activity of the Legal Department, the Prevention and Protection and Emergency Situations Department, the Environmental Permits Office; Definition and achievement of the unit's objectives to reach the company's integrated goals.
Employer's Name and Address	The company CONPET S.A. Ploiesti
Period	<b>December 15<sup>th</sup>, 2014 - April 14<sup>th</sup>, 2016</b>
Job title or Position held	Director of the Corporate Management Direction
Main activities and responsibilities	Organization and coordination of the Legal Department, the Human Resources Department, the Investor Relations and Capital Market Department and of the Management Systems' Certification Department. Defining and achieving the objectives of the direction so as to achieve the integrated objectives of the company.
Employer's Name and Address	The company CONPET S.A. Ploiesti
Period	<b>November 2012 – December 14<sup>th</sup>, 2014</b>
Job title or Position held	Head of Legal and Litigation Department
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
Period	<b>April 2009 - November 2012</b>
Job title or Position held	Head of the Legal Department
Main activities and responsibilities	Coordination of all legal assistance and representation activities in order to ensure the legality of the documents 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
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
Period	<b>2004-2005</b>

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

## Education and Training

Period	January 2021
Qualification/Diploma	Implementer anti bribery management system according to ISO standard 37001:2016
Name and type of organization providing education and training	SGS
Period	November 2020
Qualification/Diploma	English in business – Intensive
Name and type of organization providing education and training	Next Level Impact
Period	August 2020
Qualification/Diploma	Specialist in procedures and tools for the security of information systems
Name and type of organization providing education and training	First Mixt Development – 1MD
Period	September 2020
Qualification/Diploma	Disaster and Emergency Situations Management
Name and type of organization providing education and training	Success in Education and Sport Association
Period	July 2020
Qualification/Diploma	Bussines Presentation Skills Training
Name and type of organization providing education and training	Red Carpet
Period	June 2020
Qualification/Diploma	Incoterms 2020 news, challenges and opportunities
Name and type of organization providing education and training	Incoterms 2020
Period	January – February 2020
Qualification/Diploma	Project manager
Name and type of organization providing education and training	SC ATC &IT Solutions SRL

Period	February 2020
Qualification/Diploma	Business&Competitive intelligence
Name and type of organization providing education and training	Prahova Commerce and Industry Chamber
Period	February 2020
Qualification/Diploma	Strategic management. Investment management.
Name and type of organization providing education and training	ATC&IT Solutions SRL
Period	February 2019
Qualification/Diploma	Process Improvement Manager
Name and type of organization providing education and training	Prahova Commerce and Industry Chamber
Period	May 2019
Qualification/Diploma	Labor norming
Name and type of organization providing education and training	Stentor Consulting
Period	December 2018
Qualification/Diploma	Manager of Risk Management System (Risk Management – changes brought to GGSO no.600/2018)
Name and type of organization providing education and training	Expert Aktiv Group SRL
Period	Octomber 2018
Qualification/Diploma	Manager of the risk management system (Internal control system – Ro. SCIM; Implementation, Development, Procedures and Indicators. Risks and integration of internal control management into the current activity. Internal Audit of the System for the Prevention of Corruption in a Public Entity)
Name and type of organization providing education and training	Expert Aktiv Group SRL
Period	March – April 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	December 2016
Qualification/Diploma	Human resources manager
Name and type of organization providing education and training	SC Expert Aktiv Group SRL
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	July 2016
Qualification/Diploma	Technical framework with attributes in the field of fire prevention and extinguishment
Name and type of organization providing education and training	WNR International SRL
Period	June 2016
Qualification/Diploma	Occupational Health and Safety Inspector
Name and type of organization providing education and training	WNR INTERNATIONAL 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	September 2006
Qualification/Diploma	Graduate of Module III - „Applying harmonized legislation in industry and trade”

Name and type of organization providing education and training	SC Formenerg S.A
Period	June 2006
Qualification/Diploma	Master of Business Administration – FESE MBA - FESE (Greece
Name and type of organization providing education and training	Free European School of Economics
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>	Proficient User	Proficient User	Proficient User	Proficient User	Proficient User
<b>French</b>	Independent user	Independent user	Independent user	Independent user	Independent user
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>				
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				