



Donțu Otilia Cristina, date of birth: 16.01.1968

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Splaiul Independenței 296; 060031; Bucharest (România),

Work experience;

2015-present - Trainee Assistant

Institute of Biochemistry of the Romanian Academy - Department of Enzymology

Accounting, logistics, day-to-day management, preparation and submission of activity reports, project preparation and justification of expenses, organization and administration;

Evidence and primary financial reporting on departmental expenditures based on ongoing research projects:

- 2015-2016, PN-II-ID-PCE-2011-3-0743, Contract no.:296/2011,
- 2015-2016, PNII-ID-PCE-2011-2-0024, Contract no: 2/2012,
- 2015-2016, PN-II-PT-PCCA-2011-3.1-0688, Contract no .79/2012,
- 2017-2018, Research Funding Agreement no.324/16.03.2017, CRU Ltd Hungary
- 2018-2021, PN-III-P1-1.2-PCCDI-2017-0769, Contract no.64/2018,
- 2018-2021, PN-III-P1-1.2-PCCDI-2017-0737, Contract no.35/2018, member in the research team
- 2020-2022, PN-III-P2-2.1-PED-2019-4184, Contract no.548/2020

2017-2020: - Assistant, part-time

Collaborator for Viral Glycoproteins Department, Institute of Biochemistry of the Romanian Academy

Logistic support activity for the implementation of research projects:

- PN- III -P2-2.1-PED-2016-1409, Contract no.:150/2017-2018,
- PN-III-P1-1.1-TE-2011894, Contract no.:98/2018-2020,
- PN-III-P1-1.2-PCCDI-2017-0473, Contract no.:8/2018-2020,
- PN-III-P1-1.2-PCCDI-2017-0529, Contract no.:/2018-2020,
- PN-III-P2-2.1-PED-2019-0016, Contract no.:365/2020
- EEA-RO-NO-2018-0078, Contract nr.1SEE/2019-2020,

2017-2020: Assistant, part-time

Collaborator for Ligand-Receptor Interactions Department, Institute of Biochemistry of the Romanian Academy

Logistic support activity for the implementation of research projects:

- PN-II-PT-PCCA-2013-4-1994, Contract no.239/2014,
- PN-III-P2-2.1-PED-2016-1896, Contract no.:136/2017-2019,
- PN-III-P2-2.1-PED-2019-2695, Contract no.:529/2020,

2018-2020: Assistant, part-time

Collaborator for Molecular Cell Biology Department, Institute of Biochemistry of the Romanian Academy

Logistic support activity for the implementation of research projects:

-PN-III-P1-1.2-PCCDI-2017-0728, Contract no. 63/2018-2020,

-PN-III-PI -I.I -TE-201 9-0670, Contract no. 48/2020,

-PN -III-P2-2.1 -PED.2019-1543, Contract no.536/2020,

-PN-III-P2-2.1-PED-2019-3292, Contract no.486/2020,

2017-2019: Assistant, part-time

Collaborator for Department of Protein Folding, Institute of Biochemistry of the Romanian Academy

Logistic support activity for the implementation of research projects:

-PN-III-P2-2.1-PED-2016-2000, Contract no.:159/2017-2019,

2013-2015 - Unemployed

AJOFM Galați

2010-2013- Economic clerk

MECHEL SERVICE ROMÂNIA S.R.L/Str. Brândușelor nr.2-4, sect 1, Bucharest/ Working point Galați

-Activities accounting and logistic

2006 - 2010/ Economic clerk

COMFERT S.R.L. BACĂU/Calea Moinești nr.34/ Working point Galați

-Financial accounting activity, logistic, human resources, secretarial ;

1988 - 2006/ Economic clerk

SEMROM S.A. BUCHAREST- Branch Office Complex Agrosem Galați

Organizing and managing the Director-General's work agenda :

- Management and organization of the flow of internal and external documents to / from the general manager ;
Data collection, situations, data processing, information management and reporting to the Director-General and collaborators involved ;

- Organization of correspondence (receipt, registration, distribution, sending by e-mail or by mail / courier, archiving of correspondence), Proof of the general register of entries / exits of documents in / from the company ;
Receiving and forwarding phone calls / distributing received documents ;

-Interaction and maintenance of relationships with suppliers (utilities, office, protocol, etc.), customers and internal and external collaborators of the company, preparation of reports, presentations, business correspondence ;

- Transmission of informative and operative data regarding the takeover of cereal seeds from Galați county to the Ministry of Agriculture and Food, General Directorate of Agriculture and Food Galați, County Inspectorate for Quality Control of seeds and planting material from Galați county;

1987-1988/ Insurance Sales Agent

STATE INSURANCE ADMINISTRATION GALAȚI (ADAS)

Risk assessment using underwriting rules and guidelines to ensure insurance policy coverage

Regular search and generation of new business through potential customers and recommendations

Responsible for advising potential policyholders and policyholders on coverage, limitation and regulation for effective customer service practices

Develop appropriate quotes based on risk information

FOREIGN LANGUAGES

English / French / Russian (beginner level)

EDUCATION

2021-present - Student/ Master of Business Administration - MBA, year I

Faculty of Economics and Business Administration-"Dunarea de Jos" University of Galati

2008 -2012/ Degree in Economic Sciences, Accounting and managerial informatics

Faculty of Economics and Business Administration-"Dunarea de Jos" University of Galati ;

1982-1986 Technological high school „Ereima Grigorescu,, Tg.Bujor, Galati /High School Diploma

TRAINING COURSE

Decembrie 2014- Ianuarie 2015/ Certified Project Manager issued by Ministry of Labor, Family, Social Protection and the Elderly

June 2014 –August 2014/ Referent human resources

Certificate of completion no.499/ 16.10.2014 issued by Ministry of Labor, Family, Social Protection and the Elderly

2003 Accountant - Professional qualification certificate no.821/2003, issued by Professional Qualification Center „Danubius” Galați

1993 Computer user - Certificate of completion no.18/1993 issued by General Information Society and Marketing „SIGMA” Galați

1988 Lab technician - Certificate of completion no.159/1988, issued by Ministry of Agriculture

HOBBYURI ;

Aerobic-fitness, tapestry, tourism, music modern, classical, member of a literary circle, poems, essays;

SKILLS ;

Ability to plan, prioritize and meet deadlines, team spirit, communication skills, loyal, motivated ;

Competent in using accounting programs, MS Office, e-mail platforms (Outlook, Lotus), Instant Messaging,

Competent in searching / processing data and information on the Internet.