

✉ mara1ge@yahoo.com
📍 Ploiesti, Romania
📅 Date of birth
19/01/1989
🏠 Romanian
👤 B Category
🚗 Personal vehicle
☎ 0742950267

Languages

English



French



Italian



Computer skills

MS Office: Word, Excel,
Outlook, PowerPoint

Aspen Capital Cost
Estimator

Oracle - Primavera P6
Enterprise Project
Portfolio Management

HTML

CSS

Javascript

React

Mara CHITU

Education

- **Master's degree - Business Management**
The Bucharest Academy of Economic Studies - Bucuresti /
From October 2010 to July 2012
- **Bachelor's degree - Management**
The Bucharest Academy of Economic Studies - Bucuresti /
From October 2007 to July 2010
- **High School diploma - Mathematics & Informatics**
Alexandru Ioan Cuza High School - Ploiesti /
From September 2003 to June 2007

Additional education

- **Front-end Web Development**
IT School - Online Course / From April 2021 to September 2021
- **Communication skills & Personal development strategies**
The Ministry of Internal Affairs of Romania - Schengen Training
Center - Buzau /
2019
- **Advanced Project Management in Primavera P6**
TotalSoft - Bucuresti / 2012
- **ECDL (European Computer Driving License)**
ECDL Romania - Bucuresti / 2009

Work experience

- **Inspector**
Regional Public Finance Administration of Prahova (The National
Agency for Fiscal Administration) - Ploiesti /
Since 2016
- **Planning Specialist**
IPIP S.A. (The Engineering and Design Institute for Oil Refineries and
Petrochemical Plants) - Ploiesti /
From 2014 to 2016
 - Project Planning for Offers & Contracts for Projects carried out by the Technical Division (main documents developed: Time Schedules; Project follow-up; Project Progress; Manpower Histograms & S-Curves).
 - Cost Control for signed contracts.
 - Management reports (Company Workload; Man-hours Forecast; Man-hours S-curve; Invoices Schedule)

Interests

Web development

Photography

Architecture

Work experience

Contract Analyst

IPIP S.A. (The Engineering and Design Institute for Oil Refineries and Petrochemical Plants) - Ploiesti /

From 2012 to 2014

- Participation at the issuing of the commercial offers and at the processes of contract follow-up (main documents developed: manpower Histograms & S-Curves; Detailed Project Schedules; Project Progress; Cost Control; Vendor Follow-up; Monthly Progress Reports; Client presentations).
- Issuing reports regarding the Quality Management System within the Commercial Division as QA /QC Representative.
- Worked closely with the head of Contracting Department and with the Commercial Manager in order to organize the Commercial Division.
- In charge with the project planning for all offers & contracts for the projects carried out by the Commercial Division.
- Design the catalogue and all presentations of the Commercial Division.

Skills

Focused on high efficiency

One of my goals while working at IPIP SA was to increase the efficiency within the three departments of the Commercial Division. Therefore I developed different measures in order to achieve it:

- I established close follow-up of the activities of the three departments;
- I created tables and charts to ease the process of follow-up for offers;
- I created Gantt charts and progress reports for signed contracts;
- I issued reports for the Commercial Manager about the processes monitored within the departments;
- I proposed new measures in order to increase the productivity.

Effective communication oriented

While I was organizing the Commercial Division at IPIP SA I created different means of internal communication in order to save time, keep the colleagues well informed about the offers & contracts and about our internal tasks. For example:

- I created a well organized directory for the entire division in order to gain easy access at any information needed;
- I issued work instructions and quality system procedures to avoid errors;
- I created useful tools to obtain a better coordination (like the activity register and the communication register)