



# Curriculum Vitae

## Personal information

First name / Surname	<b>MIOARA CALOEAN</b>
Address	Navodari, P 17/8 ROMANIA
Telephone	Mobile: 0040 (0) 761674786
E-mail	<a href="mailto:mar_a_caloean@yahoo.com">mar_a_caloean@yahoo.com</a>
Nationality	ROMANIAN
Date of birth	FEBRUARY, 27-TH, 1968
Gender	FEMALE

## Work experience

AUGUST 2014 - PRESENT

Occupation or position held

Name and address of employer

Main activities and responsibilities

Hotel Manager Assistant in a hotel from Mamaia Resort at Black Sea Coast  
“DoJ iMo “ SRL Constanta. Romania

I provide communication with contractors, suppliers and other organization with which company has contacts  
I check and translate for the administrator of offers, contracts which are to be signed  
I check the correspondence and answers in accordance with instructions received from the administrator  
I schedule administrator's meetings in accordance with his availability  
I make sure all operations, running contracts are taking place accordingly with working charts and communicates to the administrator problems which might appear ( delays, necessary materials)  
I realize reports which are requested by the administrator regarding company's activity  
I track the receiving of goods or assets purchased, cautioning the administrator regarding the flaw or a defect of them  
I launch orders regarding necessary materials or goods necessary for a proper activity of the company  
I maintain contact with team employees and check the meeting of their responsibilities and job requirements  
I check and caution if the company has the necessary authorizations and has valid contracts needed in  
a proper activity for the company

APRIL 2013 – DECEMBER 2013

Occupation or position held

Technical Drilling Assistant and Cost controller during drilling operations of a gas exploration borehole (onshore - TD 5950 meters) in Israel

Name and address of employer	Globe Oil Exploration Y.C.D. Israel
Main activities and responsibilities	<p>Daily estimated costs reports related with drilling, submitted to the Drilling manager</p> <p>Preparing of necessary purchase orders and service orders</p> <p>Keeping the inventory of all tools( fishing tools, bits, directional drilling equipments...) and materials ( mud chemicals, cementing additives, shale shaker screens...) and tracking the consumptions</p> <p>Checking and recording the Import/exports tools and materials</p> <p>Checking that the invoices received from the suppliers are accordingly with their activity</p> <p>Maintaining spreadsheets and databases</p> <p>Maintaining tracker spreadsheets of issued and received documentation and materials</p> <p>Assisting with travel and catering arrangements for company staff and subcontractors</p>
APRIL 1995 – OCTOBER, 1-st, 2012	<p>personnel</p> <p>Ad hoc duties as required by project staff</p>
Occupation or position held	Drilling Engineer
Main activities and responsibilities	<p>I prepare the commercial offer and I do the logistic coordination for tools and personnel and I record all the measurements performed at well to make sure the well is in right direction.</p> <p>I prepare the technical and commercial offer, depending of the type of soil, depending on the depth of the well for sell or rent Hughes Christensen bits</p> <p>I also prepare all technical and commercial offers for other type of tools such as jars, motors, accelerators, again depending the depth of the well and other conditions and I if they are rented I receive all the job tickets ( reports), I track and record the function hours for each tool in order to not exceed the lifetime of every tool.</p> <p>I invoice the services we performed and I track the collection of payments</p> <p>I prepare all the documentation for the drilling biddings: technical and commercial offers for tools and personnel</p>
Name and address of employer	S.C. INTELECT CONTACT SERVICES S.R.L. CONSTANTA
Type of business or sector	DIRECTIONAL DRILLING FOR OIL AND GAS WELLS
Education and training	<p><b>Preparing the internal and external correspondence with clients, beneficiaries and suppliers, Manage and coordinate all correspondences with client efficiently.</b></p> <p><b>English translations of the correspondence, contracts, offers, tenders</b></p> <p><b>Coordinate with technical specialists to select appropriate products according to tender requirements.</b></p> <p><b>Make all corrections necessary in a timely manner.</b></p> <p><b>Review contract terms and conditions plus negotiate contracts.</b></p> <p><b>To create, coordinate and manage the tenders of bid submission to the client.</b></p> <p><b>Recording the using time of all tools and equipments for each performed job,</b></p> <p><b>Recording the costs of mobilisation-demobilisation to the well for the personnel and equipments, Recording all consumptions made in the company (diesel, energy, water), Payments to internal and external partners,</b></p> <p><b>Organize and prepare presentations / interviews for new business, and others.</b></p> <p><b>Responsibilities in Environmental Protection and Safe work.</b></p>
December 2012	<b>Certificated Training Course as “Project Manager”</b>
February 2012	<b>Licence as ‘Manager in tourism activity’ issued by Romanian Tourism Ministry</b>
2011- 2012	<b>“Certificate which attests the knowledge of the English Language” issued by “Ovidius University” from Constanta</b>
25.02.2011- 11.07.2011	<b>Professional course as “ Manager in Tourism Activity” organised by “The Romanian Chamber of Commerce” in Constanta</b>
1988-1993	<b>OIL AND GAS UNIVERSITY PLOIESTI</b> <b>Specialization in “GROUNDWATER DRILLING”</b>

Title of qualification awarded	ENGINEER																																																											
Principal subjects/occupational skills covered	FACULTY OF DRILLING, EXTRACTION, EXPLOITATION, TRANSPORT AND DEPOSIT OIL AND GAS																																																											
Name and type of organisation providing education and training	OIL AND GAS UNIVERSITY    PLOIESTI,   ROMANIA																																																											
1993 – 1994	COURSE COMPUTER PROGRAMMER																																																											
1987 - 1987	COURSE COMPUTER OPERATOR																																																											
Personal skills and competences																																																												
Mother tongue(s)	ROMANIAN LANGUAGE																																																											
Other language(s)	ENGLISH , SPANISH																																																											
Self-assessment	<table><tr><th colspan="4">Understanding</th><th colspan="4">Speaking</th><th colspan="4">Writing</th></tr><tr><th colspan="2">Listening</th><th colspan="2">Reading</th><th colspan="2">Spoken interaction</th><th colspan="2">Spoken production</th><th colspan="2"></th><th colspan="2"></th></tr><tr><td>E</td><td>VERY GOOD</td><td>E</td><td>VERY GOOD</td><td>E</td><td>VERY GOOD</td><td>E</td><td>VERY GOOD</td><td>E</td><td>VERY GOOD</td><td>E</td><td>VERY GOOD</td></tr><tr><td>S</td><td>VERY GOOD</td><td>S</td><td>VERY GOOD</td><td>S</td><td>VERY GOOD</td><td>S</td><td>VERY GOOD</td><td>S</td><td>VERY GOOD</td><td>S</td><td>VERY GOOD</td></tr></table>												Understanding				Speaking				Writing				Listening		Reading		Spoken interaction		Spoken production						E	VERY GOOD	E	VERY GOOD	E	VERY GOOD	E	VERY GOOD	E	VERY GOOD	E	VERY GOOD	S	VERY GOOD	S	VERY GOOD	S	VERY GOOD	S	VERY GOOD	S	VERY GOOD	S	VERY GOOD
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Computer skills and competences	Advanced computer operating skills (WORD, EXCEL, POWERPOINT, INTERNET, OUTLOOK etc.)																																																											
Hobby	Literature, Travel,																																																											