

PERSONAL INFORMATION

Diana Elena NICOLAE Bucharest (Romania) 004.0720.444.423 c.diana.elena@gmail.com

Sex Female | Date of birth 23/11/1990 | Nationality Romanian

WORK EXPERIENCE

02/05/2017–Present

Risk Analyst

BRD Finance (Group Societe Generale), Bucharest (Romania)

- work with SAS programming and SQL;
- monthly reports for the Risk Committee;
- estimate risk indicators for Credit Policies;
- monitor and report the impact of changes introduced in credit approval processes and policies;
- monthly and quarterly report to Central Credit Register;
- maintain the business relationship with Credit Bureau and manage the users with access rights to the SIVABON application;
- update and develop the set of reports accord to the National Bank of Romania specifications;
- develop, test and implement scor models and automated decision rules in the IBM Eclipse Score Engine;
- quarterly monitor of scorecard models at product level, assuring that the score models perform well by interpreting the main indicators;
- control and limit credit risk by performing periodic or ad-hoc reports (monthly or on demand reports);
- analyze and monitor credit applications according to the competences and approve derogations from the point of the eligibility criteria;
- identify new variables in internal databases and develop the set of the needed scripts in order to verify the accuracy and consistency of the data;
- permanently improve the existing set of reports as well as proposing new analysis and reports;
- back up for the Fraud Officer Analyst;
- daily tasks also require working with Excel, PPT, Word, Outlook etc.

14/03/2016–21/04/2017

Data Analyst

IPSOS Interactive Services, Bucharest (Romania)

The data process and analyze requires work with raw data, that needs to be processed and analyzed with different programs like IBM SPSS Data Collection Base Professional witch uses MrScript basic as language, Excel, PPT, DmQuerry (basic SQL language) . The processed data is verified and sent to the clients in a specific format.

In a more detailed manner, the responsibilities are:

- prepare the necessary instruments to process the data, from the moment the specifications of the questionnaire/data base/type of delivery are defined;
- the activity of processing the data base has tools like Dimensions (MrScriptBasic/Visual Basic), Excel, PPT etc., that results after a market research and also from other sides;
- verify and deliver to clients the data of a non-standard project, that requires additional process, according to study specifications;
- evaluate, classify, process and over view project data according to the established procedures and guidelines;
- clean, aggregation, merge, summarize, weight project data;
- edit, extract and reformat project data;

- perform various measurements and standardization;
- provide quality control, and package data for delivery;
- investigate and solve reported defects;
- achieve the project goals (quality, time, requirements specific to the client);
- assure that deliverables comply with the clients specifications and they are delivered in the agreed terms;
- carry out tasks related to fellowship process, contribute to new hires' induction;
- act as a consultant and provide support to team members and clients in all deliverables related aspects;
- work together with the involved parties, the final goal is the success of the projects;
- use efficiently all the internal tools to process the data according to the company's requests.

01/05/2015–01/12/2015

Personal Advisor

Chamber of Deputies, Parliament of Romania, Bucharest (Romania)

27/01/2014–20/03/2015

Regional Security Office

U.S. Embassy Bucharest, Bucharest (Romania)

24/07/2011–14/06/2012

Manager

COLOR BAR & PROFESIONAL EXTENSIONS, BUCHAREST (Romania)

- Maintain a good relationship with clients
- Maintain a good relationship with suppliers and solve the problems occurred in cooperation with those
- Conduct replenishment orders
- Monitor the implementation of internal policies
- Advise clients
- Ensure the smooth function of the team
- Promote services and products commercialized
- Mitigate discussions / conflicts / disagreements unpleasant when they occur
- Recruitment
- Prepare daily reports and monthly
- Fulfill various tasks of service
- Draft bills (+ receipts)

27/05/2011–03/01/2012

Programmer Help

SIVCO ROMANIA, Bucharest (Romania)

part-time

01/04/2010–31/12/2010

Assistant Manager

INGO TRADE INTERNATIONAL, BUCHAREST (Romania)

EDUCATION AND TRAINING

10/2013–06/2015

Master's Degree in Statistics

Bucharest University of Economic Studies, Bucharest (Romania)

The Faculty of Economic Cybernetics, Statistics and Informatics (ECSI)

2009–2013

Bachelor's Degree of Economics and International Affairs

Bucharest University of Economic Studies, Bucharest (Romania)

General:

-Finance and accountability, economics, management, market, stock market analysis, statistics, international trade, business and tourism, foreign language (Spanish, English), political affairs.

Occupational:

- Knowledge of economics and international affairs and its global environment;
- Good understand of stock market analysis;
- Knowledge of international political affairs;
- Gained good business communication skills in English and Spanish.

2005–2009

High School Diploma

Theoretical College "Grigore C. Moisil", Bucharest (Romania)

PERSONAL SKILLS

Mother tongue(s)

Romanian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	B2
Spanish	C1	C1	C1	C1	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

Good communication skills gained over the years of study English throughout college and university
Great abilities of combined patience, determination, and persistence to troubleshoot client issues gained through my experience of work as an assistant manager
Good ability of handling complaints from clients and customers
Excellent written and verbal communication skills in Romanian
A very good listener and persuasive speaker

Organisational / managerial skills

Developed good organizational and managerial skills work as an assistant manager
Gained leadership skills - responsible for a team of 8 people
Good team-lead skills gained work as an assistant manager

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

Great knowledge of office (Microsoft word, excel, power-point)
Oracle Academy Database Diploma (Design and Programing with SQL; 2009)
Certificate of completion and graduation - SQL; 2017

Driving licence

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