



Sergiu Sfetcu

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SUMMARY

Dynamic and motivated professional with a proven record of generating and building relationships, managing projects from concept to completion, designing educational strategies, and coaching individuals to success. Skilled in building cross-functional teams, demonstrating exceptional communication skills, and making critical decisions during challenges. Adaptable and detail oriented leader with an ability to work independently, creating effective presentations, and developing opportunities that further establish organizational goals.

SKILLS

- Good comprehensive skills
- Quick learner
- Supervision and training
- Performance improvements
- Inventory management
- Vendor relationships
- Staff supervision
- Product costing
- Project management
- Financial administration
- Team building and motivation
- Advertising and marketing
- Communication skills
- Safety protocol
- Schedule management
- Profit and loss accountability
- Data review
- Sound judgment
- Customer experiences
- Computer-savvy
- Networking abilities
- Graphic and Media Design
- Microsoft Office expertise
- Business development understanding
- Customer rapport

EXPERIENCE

CEO

Oradea, Romania

Selalice Construction/ Apr 2016 to Mar 2018

- Revitalized business plans and realigned company objectives to increase overall profits.
- Transformed departmental operations through aggressive process overhaul and attention to quality.
- Expanded new businesses by developing effective sales, advertising and marketing campaigns.
- Oversaw technological improvements, successfully reducing waste and eliminating business bottlenecks.
- Cultivated and maintained strong industry relationships and customer partnerships to capitalize on opportunities and maximize business success.
- Managed company key accounts to promote ongoing project profitability and superior customer satisfaction.

- Grew business profits by streamlining processes and trimming unnecessary positions.
- Provided organizational leadership and collaborated with executive partners to establish long-term goals, strategies and company policies.
- Directed business-wide changes to modernize procedures and organization.
- Resolved labor, design and tool issues during all phases of construction projects.
- Inspected sites before and after construction projects.
- Eliminated project lags by organizing works-in-progress and delegating tasks.
- Increased process improvement initiatives and troubleshoot problems for corrective action to boost functionality and workflow.
- Saved money by overseeing cost-effective material sourcing and effective work orders.
- Interfaced with laborers, clients and city council to complete projects on-time and under budget.
- Sustained safety protocols and provided proper, cost-effective and safe handling of equipment and materials.
- Prepared cost and inventory reports and maintained accurate records using company work order reporting system.
- Maintained daily communication with vendors to drive forward progress of projects.
- Monitored the safety of all construction activities, making on-site personnel safety the top priority.
- Assigned projects and tasks to employees based on competencies and specialties.

General Sales Manager

Bucharest, Romania

Envy Fashion/ Jun 2013 to Feb 2017

- Followed up with existing customers to generate new prospective buyers through referrals.
- Mentored and directed employees by conducting one-on-one meetings with salespeople.
- Hired and motivated team members, working closely with salespeople and customers to negotiate and close deals.
- Identified weaknesses and implemented sales and business practices training to improve performance.
- Utilized established sales techniques and persuasive communication skills to meet personal sales objectives.
- Updated and maintained website and social media accounts.
- Replenished inventory with focus on addressing customer needs.
- Established and maintained good relations with customers, vendors and transport companies.
- Applied schedule and organizational knowledge to enhance delivery planning.

- Addressed customer complaints quickly to drive satisfaction and adjusted operational strategies to reduce issues.
- Tracked and analyzed weekly sales to implement corrective action plans and streamline operations.

EDUCATION AND TRAINING

High School Diploma

Cambridge School of Bucharest

Bucharest, Romania

- Ranked in Top 5% of class
- Completed Cambridge IGCSE and A-Level degrees in Business Studies, Economics, Math and English - First Language Level
- Completed 2 year psychology course

M.D.: Law

Roman - American University Jul 2015

Bucharest, Romania

ACCOMPLISHMENTS

- Leadership
Served as key contributing member to Leadership team.
- Competitive Analysis
Performed competitive analysis to make recommendations for future company growth.
- Equipment Maintenance
Performed routine maintenance on equipment on as-needed basis.
- Inventory Control
Restocked and organized items as necessary and as directed.
- Purchasing
Maintained inventory of spare parts inventories and completed purchase requisitions as necessary.