


## PERSONAL INFORMATION

## Dan-Gabriel Calinescu



 Blv Iuliu Maniu, 94-100, bl.18, sc. 4, ap.143, Bucharest (Romania)

 0769.288.598

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Sex Male | Date of birth 15/01/1987 | Nationality Romanian

## WORK EXPERIENCE

01/12/2017

## Instructional Designer

Microsoft, Bucharest (Romania)

[www.microsoft.com](http://www.microsoft.com)

Create engaging learning activities and compelling course content

01/02/2015–Present

## Media Creation Freelancer

Providing conceptual communication services and media content creation for a variety of customers from start-ups to big clients like HP and Michelin.

01/05/2016–31/01/2018

## Videographer

Filmwoo, Bucharest (Romania)

<http://www.filmwoo.ro>

Shooting and editing quality video content

02/03/2016–09/2017

## Media Content Manager

Oracle

Pipera 43, Bucharest (Romania)

<http://www.oracle.com>

Create visual and audio content, graphic & video design projects.

Assist with the development of Enablement, Communication & PMO templates, processes and procedures to support the needs of the global Oracle Utilities Professional Services organization

Business or sector Information and communication

01/01/2012–31/01/2015

## Media and Communications Specialist

Hewlett Packard

Dimitrie Pompeiu, Bucharest (Romania)

<http://www.hp.com/>

Managing media and communication materials for the Bucharest Center, EMEA and Global projects. With extensive coverage and reach.

Materials such as: Email templates, banners, posters, foto and video coverage of in house meetings and coffee talks. Video and foto full editing package.

All done in Adobe Suite.

I also helped start and deliver a program that resembles the TED Conference format, which we succeeded in making international. From Bucharest to

Wroclaw, Dalian, Bangalore and now to Guadalajara.

During all my time with HP I have received only positive feedback from the people I have worked for, such as BVP's, VP's, Communication Leads and others.

Business or sector Information and communication

01/06/2012–Present

**Financial Analyst**

Hewlett-Packard (GeBOC)  
Dimitrie Pompeiu 6,, Bucharest (Romania)  
<http://www.hp.com/>

Managing financial data for outsourcing projects in EMEA (Slovakia, CEE) to ensure a smooth data transaction

Goal prioritisation, effective resource distribution

Tactical Planning and Tracking

Performance Measurement

Month end process (revenue recognition & cost accounting, voucher posting, Checking of data quality)

Account reconciliation (Accruals and Deferrals checking)

Maintaining and tracking project financial

Sales order booking and Invoicing

3rd party purchasing process

Financial reports analysis

Forecasting, reporting - data preparation

Participation in teleconferences regarding project status meetings

Check and validate labour entries that have been posted to the project

Maintain project documentation in accordance to HP policies

Create financial forecasts (FLASH) including Revenue and Cost detailed planning

Coordinate and execute budget planning (inclusive Gap to Budget analysis and Risk Management)

Account Impairment Review, Contract Review, Contingency Reporting (if necessary) support

Balance Sheet analysis and Master Data Maintenance

**Business or sector** Finance and Accounting

01/06/2012–31/10/2013

**Senior Trainer**

Hewlett-Packard (GeBOC)  
Dimitrie Pompeiu 6,, Bucharest (Romania)  
<http://www.hp.com/>

One day total customer experience workshops about

- general customer handling

- communication skills

- listening skills

- time management

- problem solving

Half of day expert trainings about

- customer service culture (cultural profiles of different countries)

- general case handling (prioritization, responsiveness, decision making, multitasking)

- conflict management

- effective customer interaction (negotiation and influencing skills, risk management)

**Business or sector** Training and coaching

01/01/2011–31/05/2012

**Trainer**

Hewlett-Packard (GeBOC)  
Dimitrie Pompeiu 6, Bucharest (Romania)

<http://www.hp.com/>

One day total customer experience workshops about

- general customer handling
- communication skills
- listening skills
- time management
- problem solving

**Business or sector** Training and coaching

01/03/2009–31/05/2012

### Financial Project Controller

Hewlett-Packard (GeBOC)

Dimitrie Pompeiu 6, Bucharest (Romania)

<http://www.hp.com/>

Follow all the procedures in order to meet the TAT deadlines

Managing financial data for outsourcing projects in EMEA (Slovakia, CEE) to ensure a smooth data transaction

Provide financial and administrative support to HP Managed Services Management

Project Managers and other customers as requested

Month end process (revenue recognition & cost accounting, voucher posting, checking of data quality)

Maintaining and tracking project financial

Issue invoices, create PO's, maintain 3rd party procurement process for projects;

**Business or sector** Finance and Accounting

25/02/2008–01/03/2009

### Configuration Specialist

Hewlett-Packard (GeBOC)

Dimitrie Pompeiu 6, Bucharest (Romania)

<http://www.hp.com/>

Evaluate and process customer requests based on technical requirements.

Basic solution sizing and designing.

Provide technical, process and pricing information based on customer request

Process optimization role, business analysing activities.

Maintain customer relationship and establishing requests priority.

Resolve pricing and configuration requests based on customer input

**Business or sector** IT Business

08/03/2007–25/02/2008

### IT Administrator

Continental Hotels

Calea Grivitei no.134, Bucharest (Romania)

<http://continentalhotels.ro/>

Troubleshoot and resolve hardware, connection, printer and software issues reported to the Service Desk

Update network applications as required

Maintain daily tape backup and off-site tape storage

Troubleshoot and resolve all problems encountered with hardware and software. Escalate requests to the appropriate party, as needed. Replace or repair defective parts and equipment.

Conduct technology training for new users

Conduct briefings and demonstrations for users to enhance system productivity

Assist in the development of training coursework and materials  
 Maintain and expand knowledge base in area of expertise  
 Attend courses to develop and keep skills and knowledge current  
 Comply with continuing education requirements  
 Increase efficiencies, technical ability and interpersonal skills  
 Perform routine server monitoring and performance benchmarking  
 Monitor and remove virus, spyware, and other non-authorized software  
 Complete special projects as requested

Business or sector IT

## EDUCATION AND TRAINING

09/10/2006–15/05/2009

**Economist**

ISCED 4

"Spiru Haret" University  
 Strada Fabricii, No. 46 G, Bucharest (Romania)  
<http://www.spiruharet.ro/>  
 Marketing & International Business Affairs

16/09/2002–12/05/2006

**Technician**

ISCED 3

"Gh Airinei" National College  
 Romancierilor no.1, Bucharest (Romania)  
<http://airinei.omad.ro/>  
 Romanian and German bilingual class, Telecommunications

01/11/2014–Present

**CAPM to PMP Certification in progress**

## PERSONAL SKILLS

Mother tongue(s)

Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C1	C1	C1	C1
German	A2	A2	A2	A2	A2

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

Great listener, always happy to help others.  
 Excellent team player.  
 Good ability to adapt to multicultural environments, gained through my work experience across EMEA.  
 Great communications skill gained through my experience at the current position. Accurate and precise person, very responsible and dedicated.

Organisational / managerial skills

Self-driven, self-motivated person, goal-orientated and customer focused, organizational abilities, junior project management skills, great time-management competences

Job-related skills Good understanding of process management

#### Digital skills

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

Digital skills - Self-assessment grid

Other skills Passionate swimmer, mountainbiker and snowboarder who will never refuse an adventure in the mountains.

Driving licence AM, A1, A2, A, B1, BE, B

#### ADDITIONAL INFORMATION

- Memberships** IT Expert Team - Lead  
Part of a EMEA program lead by the IT EMEA Manager. We manage the small IT issues that the members of our department are experiencing, issues with SAP, Office, Software, Windows and others such.
- Memberships** GBS Talks - Member  
Global project similar to TED Talks, where HP employees are encouraged to develop their public speech and present their ideas to the rest of the company.
- Memberships** FAM Automation Team  
Team created in order to fulfill the automation demands of the FAM (Financial Accounting Management) department, with a multitude of improvement needs, the demand is too great for the global automation team to handle
- Projects** Reverse Mentoring Program (HP GBS/T&O Worldwide)  
Close generations gap; accelerate early careers; help solve challenges for senior leaders by bringing new approaches.
- Memberships** GBS Breakout Program  
GBS Breakout Program is a huge initiative, driven globally by leaders from different teams and its main focus is to drive innovation, share best practices, identify different areas where process automation can be implemented, engaging teams from all over the world. This program has very good results and echoed in the entire GBS Community, being very well received. I support different initiatives, by providing media support (on different levels) and also helping with the awareness campaigns
- Memberships** HP Multimedia Team  
Media Team provides AUDIO&VIDEO materials and services for internal organizations. We support all levels of engagement with main focus on HP's priorities.