



Curriculum vitae Europass



Personal information

Surname / First Name **Grecia Ionuț Bogdan**

Work experience

Non-Financial Reporting and Corporate Responsibility Department

Period September 2017 – present

Occupation or position held Specialist

Main activities and responsibilities

- Participating in the elaboration of the procedures within the Division and the Directorate;
- Conducting analyses and centralising the information on the company's topics of interest, at the request of the division director;
- Building and maintaining on-going working relationships with decision makers/specialised personnel of state institutions relevant to the company and with various members of the business environment;
- Representing the Company in front of the state institutions to ensure the statutory documents' publicity; Processing data and documents elaborated within the division, at the request of the higher chief;
- Ensuring an active relationship with the stakeholders and an adequate information flow with all those interested in evaluating the Company's non-financial profile and non-financial evolution, ensuring: communication with institutional investors, intermediaries, investment consultants, financial analysts, at their requests, regarding the non-financial reports issued by Transelectrica;
- Preparing requested notes, information, situations, documents, synthesis and/or analysis reports regarding non-financial reports; collecting all the data/information (with certain, correct and sufficient content) necessary to elaborate the non-financial reporting, as well as disseminating them to the interested parties, in accordance with the requirements provided by the applicable legislation in force;
- Participating in the implementation and development of the corporate social responsibility (CSR) policy;
- Participating in the elaboration and application of the procedures meant to ensure the fulfillment of the non-financial reporting requirements established in accordance with the applicable legal regime;
- Participating in the preparation of the Company's non-financial reporting within the established deadline, in accordance with the provisions of the applicable legislation in force.

Employer's name and locality **Transelectrica S.A. BUCHAREST**

Business or sector Energy

Project Preparation and Development Department

Period May 2017 – August 2017

Occupation or position held Specialty Inspector

Main activities and responsibilities

- Preparing and participating in the implementation of projects with external financing, in collaboration with the other departments, in order to attract funds to the local budget
- Collaborating with the internal and external institutions that grant financing to the programmes for the local

public administration.

- Ensuring the permanent connection between District 4 City Hall and the Local Council's subordinated units and NGOs on issues of joint financing projects.
- Participating with the empowered bodies in the elaboration, promotion and development of programmes of local interest.
- Drawing up the portfolio of priority projects for District 4 in order to access community funds.
- Coordinating the teams formed during the elaboration/implementation of the projects with external financing and participating in their implementation.

Employer's name and locality **District 4 City Hall, BUCHAREST**

Business or sector Administration/Public Sector

Representative of the General Council of Bucharest

Period July 2016 – present

Occupation or position held Member in the Management Board of Special Middle School no. 8 (unpaid office)

- Main activities and responsibilities
- Approving the institutional development project, elaborated under the leadership of the education establishment's director;
 - Adopting the draft budget and approving the budget implementation within the education establishment;
 - Approving the education establishment's by-laws;
 - Responsible for fitting into the approved budget, in accordance with the provisions of the legislation in force;
 - Ensuring the organisational framework for collaboration between the school, local administration and the local community;
 - Establishing the school's position in relation to third parties.

Employer's name and locality **CGMB, Blvd. Regina Elisabeta no. 47**

Business or sector Public administration

Customer support

Period October 2014 - April 2017

Occupation or position held Retention&Loyalty Assistant

- Main activities and responsibilities
- Responsible for providing custome-tailored solutions, in order to increase loyalty and the level of satisfaction.
 - Developing the company's product range according to the clients' needs and sending feedback to the specialised departments in implementing the changes
 - Offering the correct and complete information to the customers, regarding the company's products and services.
 - Analysing the client's profile, traffic behaviour and communication needs.
 - Promoting, selling and implementing the best product for each client.
 - Processing the necessary changes to the client profile.
 - Offering assistance and advice to clients.
 - Registering all the important aspects of the process, in a specific database.

Employer's name and locality **Orange Romania, BUCHAREST**

Business or sector Telecom

Sales Department

Period March 2014 – September2014

Occupation or position held Front Office Client advisor

- Main activities and responsibilities
- Promoting banking products, identifying customer needs, creating a solid client-bank partnership relationship and offering advice to find an optimal solution to meet customer needs.
 - Promoting banking products.
 - Researching new markets.
 - Prospecting existing markets to identify new customers
 - Selling financial products.
 - Providing advice to clients in the portfolio in order for them to choose the best products according to their needs.

- Preparing and managing credit records for analysis by the back-office.

Employer's name and locality **BRD Finance, BUCUREȘTI**

Business or sector Banking institution

Period **November 2015 - Present**

Occupation or position held Executive Director

Main activities and responsibilities APEPER Romania is a non-governmental organisation, whose purpose is to provide educational support to young people, especially those from disadvantaged backgrounds, in order to create an optimal framework to maximise and/or capitalise the intellectual potential, as a prerequisite for personal and professional development and improving the quality of life. Mission: APEPER is meant to invest in human potential and make the most of it through educational programmes, so that each individual participates in the development of the community he lives in.

The main activities carried out within the NGO are the following: permanently ensuring financing (Declaration 230, 2% of the income tax from companies, sponsorships, partnerships, etc.), coordinating volunteer programmes (preparing events, ensuring their smooth running, promoting on social networks), but also evaluating the success of each programme implemented in view of the sustainable evolution of the NGO.

Employer's name and locality **Association for Education, Progress and Responsible Evolution**

Business or sector Non-governmental organisation

Education and training

Period **October 2015 – June 2017**

Qualification awarded **Master's programme**

List of principal subjects covered or skillsSpecialisation: Public Policies and Management in Public Administration
acquiredAnalysis of public policies, Sociological theories, Institutional analysis, Public policies in the EU, Local and regional development, Ethics in public administration, Social economy.

Education or training organisation's name and localityUniversity of Bucharest - Faculty of Sociology
and locality

Period **October 2011 – June 2013**

Qualification awarded **Master's programme**

Specialisation: International Economy and European Affairs

List of principal subjects covered or skillsInternational trade system, International political economy, Economic growth and development, European
acquiredeconomic governance, Company strategy and policy, EU cohesion policy, European business environment.

Education or training organisation's name and localityBucharest University of Economic Studies – Faculty of International Economic Relations

Period **October 2008 – July 2011**

Qualification awarded **Bachelor's degree**

Specialisation: Finance Banks

List of principal subjects covered or skillsCurrency and Credit, Public Finance, Capital Markets, Microeconomics, Macroeconomics, Financial
acquiredManagement of the Company, Taxation, Direct Investment and their Financing, Retail Banking, Corporate Management.

Education or training organisation's name and localityGeorge Bacovia University of Bacău – Faculty of Finance and Accounting

Personal skills

Mother tongue(s) Romanian

Other language(s)

English**German**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C1	Proficient user	B2	Independent user	B1	Independent user	B1	Independent user
A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user

(*) [Common European Framework of Reference for Languages](#)

Communication skills

- Team spirit built during high school and college years, when I was part of numerous project teams.
 - Persuasion and communication skills, supporting colleagues and working under pressure
 - Sociable and participating in various projects for education and volunteering
 - Capacity for analysis and synthesis and continuous learning

Organisational/managerial skills

- Active involvement in work situations, experience in team management and in carrying out projects and various campaigns, ability in applying and observing the rules.

Digital skills

- Professional IT certificate
 Microsoft Office (Word, Access, Excel, Outlook, Power Point), C.I.S.C.O. IT Essentials : PC hardware and software, C.I.S.C.O. IT Essentials II : Network operating systems

Driving licence

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Proiecte Voluntariat

- "The Programme of Excellence in Politics - The Social Market Economy Module" Course organised by the Konrad Adenauer Stiftung Foundation
 - Representing the Council of the City of Bucharest in the Management Board of Special Middle School no. 8, Bucharest, District 1.
 - "European Academy for Young Political Leaders" Course organised by OMV Petrom
 - "School of regional political training - Moldavia" political training course, organised by the Konrad Adenauer Stiftung Foundation and ISP
 - "International Relations and Diplomacy" Course organised by FC-D
 - "Project Manager" Course organised by Smart Projects Association
 - "Neuro-Linguistic Programming" (NLP) personal development course

Annexes

Degrees, Certificates, Certified statements – upon request