



GEORGIANA SPATARU

CURRICULUM VITAE

PERSONAL INFORMATION

Nationality: Romanian
 Date of birth: November, 1979
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KEY QUALIFICATIONS

- Professional experience of 15+ years in tendering and business development and 7+ years in sales and marketing activities;
- Working experience and knowledge of EU financial instruments (pre-accession and structural funds);
- Strong communication abilities, proved in day-to-day cooperation with business partners, financial institutions, insurance companies, suppliers, etc;
- Initiative by proposing and planning programs and development marketing plans, including designing and supervising the execution of different types of events (workshops, launches, presentations etc.);
- Proven writing skills in the preparation of promotional materials, technical presentations, advertorials, publicity/promotion plans;
- Creativity and capability to communicate messages and ideas visually, verbally and in writing, very good eye for details;
- Experience in supervising and mentoring junior staff;
- Integrity, the ability to adapt to a changing environment and priorities, results-oriented attitude with excellent collaborative skills.

TECHNICAL SKILLS AND COMPETENCES

- Experienced in Microsoft Office Professional; Internet; Basic proficiency in Adobe InDesign CC, Adobe Photoshop and Corel DRAW
- Driving license: Category B

ADDITIONAL COURSES & TRAININGS

2016 | Absolute School – Adobe Photoshop, InDesign CC and Corel DRAW Courses – Level 1
2015 | Absolute School – German Language Course – Level A.1
1997 | Ministry of Internal Affairs - Secretarial Course

LANGUAGES

English	French	German
Excellent	Beginner level	Beginner level

EDUCATION

1998-2002 | University of Bucharest – Faculty of Letters (Bachelor Degree Diploma), Foreign Languages Specialty - English (4 years), Communication & Psychology module (3 years)
1994-1998 | “Decebal” Theoretical College – Bucharest (College Diploma), Specialization: Foreign Languages (English & French)
2012 | “Spiru Haret” University – Faculty of Marketing and International Relations – Master Classes “Management and Marketing of Logistic Operations”

PROFESSIONAL EXPERIENCE

March 2022 – Present
SLB
 Bucharest, Romania

Tender Coordinator

- Responsible for the coordination, management, compliance and delivery of high-quality tenders or proposals including preparation, gathering input from other functions involved in the bidding process, revision, consolidation and submission;
- Leading status review meetings with the Geo Unit Sales Team and other parties involved, as required;
- Ensure collaboration with sales engineering teams and other intercompany functions such as HSE, Quality Assurance, Contracts, Legal, Tax and Finance;
- Ensure internal processes and workflows are followed and providing recommendations for improvement;
- Continuous updating business systems related to tenders and proposals during the tender preparation and also after tender submission;
- Quality control of the product and deliverables related to tenders and proposals;
- Understanding contract's terms and conditions;
- Responsible for submitting the final tender response documents to the Geo Unit Sales Team, with clear instructions;
- Participates in presentations and workshops on Tender-related matters;
- Responsible for daily routine tender administration tasks, proper closure of the tender preparation process, archiving all the related documents and correspondence.

February 2019 – April 2021
Hill International Inc.
 Bucharest, Romania

Bidding Specialist / Business Development Specialist

- Preparation of Tender Submissions for the prequalification phase (for EC, World Bank, EBRD, EIB, etc. and locally funded projects);
- Part of the preparation process of Tender Submissions (phase II) for a large diversity of internationally and locally financed projects;
- Close collaboration with the Talent Acquisitions Department for selection of the potential candidates (international and local experts) to be included in the submitted applications;
- Supporting the Contracts Unit for the preparation/completion of Project Data Sheets by getting additional information on projects, either from or outside our division;
- Overall experience in entire project cycle from forecast stage until project implementation.

May 2009 – January 2019
Louis Berger (WSP),
 Bucharest, Romania

Bidding Officer / Business Development Officer

- Identification and analysis of business opportunities both in the public and private sector, in different sectors, in Romania and in the region;
- Preparation of a large number of Applications per year for EC, World Bank, EBRD, EIB, etc. and locally funded projects;
- Part of the preparation process of Applications (phase II) for a large diversity of internationally and locally financed projects;
- Support for the Talent Acquisitions Department for the identification and selection of the best candidates to fit the open positions in the future contracts;
- Extensive support for the PR and Marketing Department by drafting and proposing graphic and content ideas for our presentations, brochures, internal press releases, promotional materials;
- Assistance and support for the Contracts Unit for the preparation of Project Data Sheets, updates and getting additional information on projects, either from or outside our division;
- On-the-job training for the junior staff on the entire tendering process;
- Networking during various internal and external events.

August 2008 – April 2009
Prestige Impex 97 –
 Authorized Citroen Dealer,
 Bucharest, Romania

**Sales and Marketing
 Manager**

- Preparation of promotion plans for the new dealer in accordance with the Citroen international standards: market analysis, organizing events, media promotion, indoor and outdoor publicity;
- Development of yearly strategy for sales and marketing department, sales targets and bonuses/compensation systems;
- Coordination and evaluation of sales team, defining team tasks depending on skills and previous experience;
- Preparation of monthly reports on sales volumes and targets situation, financial results following the sales;
- Active participation to the monthly meetings of the French producer, reporting on monthly results and proposing services improvement for the Romanian market.

October 2005 – July 2008
City Center – Authorized
 Daewoo Automobile Dealer

**Sales and Marketing
 Manager – Business
 Administration**

- Coordination of all current activities related to sales, marketing and logistics as per the specific business of the company;
- Preparation of monthly reports on sales results and achieved targets and profit;
- Coordination of the marketing activities, establishing and maintaining good professional contacts with potential and existing clients, suppliers;
- Reviewing the presentation materials, brochures, campaigns, special offers, coordination of internal and external events, organized by or in the interest of the company;
- Participation in events and conferences on behalf of the company in order to promote the company's services;
- Coordination of the logistics activities, including, but not limited to: concluding contracts with suppliers and insurance companies, reviewing the contracts for cars maintenance/repairs and supply contracts;
- Representing the company in negotiating and concluding commercial contracts.

August 2002 – October 2005
City Center – Authorized
 Daewoo Automobile Dealer

**Sales & Marketing
 Consultant**

- Presentation and promotion of the company services: car sales, after-sale (maintenance and repairs), insurances;
- Preparation and concluding the necessary contracts and documents for car sales, insurance and maintenance policies;
- Extensive support for the Marketing & PR department by creating a database of all our collaborators, correction the presentation materials, brochures, special offers, proposing ideas for the content of our marketing materials, etc.

October 2000 – May 2001
City Insurance - Insurance
 Broker

Insurance Agent

- Preparation of insurance documents for natural and juridical persons;
- Identification of clients profile and needs in order to personalize the future offers and maintain a real database of clients and services provided;
- Support for organizing events and special promotion campaigns in order to increase the client portfolio.

April 2000 – September 2000
Rommed 2000 – Private
 Medical Clinic

Receptionist

- Registration and confirmation of clients appointments;
- Supported the marketing department by drafting customer-tailored offers, creating a database of our partners and clients, sending offers and promoting the company services;
- Handling correspondence;
- Coordination of the logistics activities within the clinic (office supply, transport, procurement process).