

## Curriculum vitae

### Personal information

Surname(s)/ First name(s) **Cristina Elena Arghir**

Address

Email address

Telephone number

Date of birth

Gender

Female

### Education and Training

Period of time **2009-2011** – Bucharest, Romania

Type of qualification/  
diploma awarded **Master's Degree in Economy**, study curriculum - **Business Communication**

Period of time **2006-2009** – Bucharest, Romania

Type of qualification/  
diploma awarded **Bachelor's Degree in Economics**, study curriculum – **Economics and Economic Communication in Business**

Bucharest University of Economic Studies

Faculty for Economics

Period of time **07/2021**

Type of qualification/  
diploma awarded **Project Manager**

Dominou Association

Period of time **11/2017**

Type of qualification/  
diploma awarded **Security Manger**

Assessment and Training Services SRL

### Work experience

Period of time **December 25, 2017 – present**

**Bucharest, Romania**

Occupation or position held **Chairperson of Board of Directors**

Name of employer and  
address **Internet si Tehnologie S3 SRL**

address

Duties

Determination of essential guidelines for developing the company in line with its scope of activity and objectives;

Approval of plans and measures on training the company's employees, and approval of hiring additional human resources or of terminating labour contracts;

Submitting proposals to the General Assembly ;

Approval of monthly and quarterly payment collection and payment plans;

Signing legal instruments on behalf and to the account of the company with professionals, other legal entities regarding supply of services required by the Company for its optimum operation;

Issuing mandatory decisions for any person involved in the operation of the company, including those at executive, technical and administration level;

Convening the Board of Directors' meetings and chairing the meetings.

Period of time **August 25-December 28, 2017**

**Bucharest, Romania**

Occupation or position held **Director**

Name of employer and address	<b>Internet si Tehnologie S3 SRL</b>
Duties	<p>Drafting and managing official documents for the incorporation of the company;</p> <p>Compliance and monitoring legal proceedings regarding the incorporation of the company;</p> <p>Managing operations regarding employment of personnel and initiation of the company's activity;</p> <p>Fulfilment of all obligations provided in the Articles of Incorporation:</p> <ul style="list-style-type: none"> <li>a) Establishing wages and other rights for the employees, in compliance with the law,</li> <li>b) Approval of organization structure and of number of jobs required for the proper operation of the company, and the change of the organisation chart subject to the company's reorganization necessities;</li> <li>c) adoption of Rules of Procedures as well as any other Rules requested for the smooth functioning of the company;</li> <li>d) approval of pecuniary sanctions or other sanctions for employees;</li> <li>e) submission to the General Meeting, on a yearly basis, of the report on the company's activity as well as the draft program of activity and the draft budget of incomes and expenditures for the following financial year;</li> <li>f) movement of the registered office and establishment/closing of subsidiaries and secondary establishments – branches, offices, agencies, places of business or other such units without legal personality;</li> <li>g) performance of any other actions given under its competence, in accordance with the law, by the General Meeting;</li> </ul>
Period of time	<b>May 01, 2010 – October 01, 2017</b>
Occupation or position held	Bucharest, Romania <b>Marketing Expert</b>
Name of employer and address	<b>RING MEDIA GROUP SRL</b>
Duties	<p>Elaboration of the strategy and the marketing plan for promoting and sell of the trust's products;</p> <p>Preparation of the marketing budget;</p> <p>Negotiation and signing of purchase contracts for promotional products;</p> <p>Organising and coordinating the group's events;</p> <p>Coordinating and supervising TV, radio, internet, Direct Mailing campaigns, events, image partnerships, barter, PR activities (press conferences, mass media relation, press releases editing and corporate presentations)</p>
Period of time	<b>February 11, 2008 – January 01, 2010</b>
Occupation or position held	Bucharest, Romania <b>Major Accounts Expert</b>
Name of employer and address	<b>Vodafone Romania SA</b>
Duties	<p>Account management within customer relation;</p> <p>Ensuring the management of major customer account;</p> <p>Monitoring operations in the customer accounts.</p>

Language skills

Other language (s)

English

Understanding	Reading	Spoken production	Spoken interaction	Writing
C1	C1	C1	C1	C1

DIGITAL COMPETENCES Use of communication programs Mail, Google Meet, Zoom, Skype)/  
Microsoft Office: Word, Excel, Power Point, Outlook

DRIVING LICENSE Driving license category B