

Viorica Doros

Date of Birth: 15 November 1989

Citizenship: Moldavian and Romanian

Professional objective

Promote inclusive participation of men and women in professional and daily life aspects. Break the stereotype: gender equality means feminism.

Education

September 2013-present - Master's Degree in **International Administration and Global Governance**, University of Gothenburg, Sweden

Principal Subjects: Theory perspectives of Global Governance, International Administration and Policy, Quality of Governance, Gender Equality perspectives

2008-2011 – Bachelor Degree in Business Management, Academy of Economic Studies of Moldova, Republic of Moldova

Principal Subjects: Business Planning Systems; Basics of Organization Management; Quality Management; Production Management/ Corporate Management; Economic Informatics; Economic Mathematics; Economic ; Accounting; Economic and Financial analysis; Business Law.

Work Experience and Volunteering

June 2012-August 2013 – **Program Associate within the “Empowerment of Women from Rural Areas”** Program, financed by Soros Foundation and Swedish Government

Main activities and responsibilities: I was responsible to plan and monitor program activities for 25 beneficiaries, to assess the progress of beneficiaries based on scorecard and program's goals, to offer feedback and assistance for beneficiaries, to provide administrative and financial support to the accountant, to provide technical support to Program Coordinator, to develop and implement Procurement Policy within all projects implemented by organization.

Organization: “Center Partnership for Development”, promotes an integrative approach to gender issues, www.progen.md, R.Moldova

September 2011- April 2012 – Sales Manager

Main activities and responsibilities: I was responsible to extend the business to international markets, to find and contact potential clients, link person between clients and programmers.

Organization: “Enterprise Business Solutions” Ltd, IT Solutions, www.ebs.md, R.Moldova

April-August 2010 – Organizing Committee **President of International conference “Train the Trainers”**

Main activities and responsibilities: As the leader of the team I was responsible to form and manage and motivate team members' activity, Develop action plan and Gantt chart and evaluate the progress; Promote the conference at international level; Assure financial resources for the good development of the conference; Develop Final Report.

Organization: AIESEC- World's largest youth-run organization, www.aiesec.md

September 2008- September 2011- AIESEC Member (Volunteer)

Main activities and responsibilities: Part of Sales Team and Grants Team, Responsible for Finance Area at the Local Training Seminar, “iLeader”; Local Trainers Team; National Trainers Team

Organization: AIESEC- World's largest youth-run organization, www.aiesec.md

Non-Formal Education/Training

10-13 April 2012- **East-East Program, International Strategic Gender Platform**, Kiev, Ukraine

Principal Subjects: Gender threats in post-Soviet countries, Future Gender initiatives, Responsibilities of each country within the network.

20-27 October 2013 - **Youth in Action Training Certificate, “ONE STEAP AHEAD”**, Innsbruck Austria

Principal Subjects: Training course for youth leaders regarding developing international projects; develop and successfully use leadership skills, tools used in international youth work. Courses objective was to share experience and develop best practice and high professional standards for leading groups of young people on international exchanges.

10-12 October 2012- **„Civil Society Capacity Building”**, organized by fhi 360, Chişinău Moldova; <http://www.fhi360.md/>

Principal Subjects: NGO Capacity building: how to develop internal procedures, strategy, action plans, reports, monitoring and evaluation processes.

3-7 September 2012 - **“7th Economic Forum of Young Leaders”**, Nowy Sącz, Poland

Principal Subjects: Forum’s mission: we create ideas for the Future of Europe. The objective of the Forum was to open young people’s minds to creative thinking, ambitions and inspire them to act together.

Language Skills

Mother tongue(s)	Romanian				
Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Russian	C2	C1	B2	B2	B2
French	B1	B1	A2	A2	A2

Note: I am attending courses at SFI- B level to learn Swedish.

Professional Skills: Responsible, Detail-oriented, Flexible Thinking, Innovative, Strategic Planning, Process-Oriented, Multi-tasking person, Organized, Good Time Management, Problem Solving, and Diplomacy

Inter-Personal Skills: Sociable, Good Listener, Good Body Language, Conflict Management, Team Motivation and Team Work, Coaching

Computer Skills: Experienced user of Microsoft Office tools (MS Word, MS Excel, MS Power Point), Basic Knowledge Movie Maker, CRM and HTML Programming

Awards: Swedish Institute Scholarship Holder, Visby Program

Diploma of Excellence for high results at studies, in extracurricular activities and for promoting a positive image of Business Administration Faculty within and outside AESM.

Diploma for living and exploring day by day AIESEC Values

References: **Markus Boman** Program Manager Swedish Institute, E-mail: markus.boman@si.se

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