



## Europass Curriculum Vitae

### Personal information

First name(s) / Surname(s)	<b>Anne Morgan</b>
Address	Petru Poni 14 RO-011078 Bucharest (Romania)
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E-mail(s)	annemorgan86@yahoo.com
Nationality	Romanian
Date of birth	30/08/1979
Gender	Female

### Work experience

Dates	15/03/2006 - 10/02/2009
Occupation or position held	Executive Director
Main activities and responsibilities	<ul style="list-style-type: none"><li>- Maximize revenues and minimize operational costs;</li><li>- Coordination of all departments to ensure smooth operation and quality customer service;</li><li>- Implementation of expansion strategy of the company, including negotiation of loan contracts</li><li>- Company turnover increased by 50% annually</li></ul>
Name and address of employer	Rom-Hire
Type of business or sector	Rental of construction equipment and service
Dates	01/09/2002 - 15/03/2006
Occupation or position held	Head of Marketing Department
Main activities and responsibilities	Responsible for marketing strategy of the company. Identifying and contacting potential clients. Negotiating contracts, invoicing. Client service. Coordinating the team in the field.
Name and address of employer	Rom-Hire
Type of business or sector	Construction
Dates	01/03/2001 - 31/08/2002
Occupation or position held	Sales and Development Executive
Main activities and responsibilities	<ul style="list-style-type: none"><li>- identification and acquisition of sites throughout the country</li><li>- Dealt with various city hall officials to obtain construction authorizations and contracts for sites</li><li>- General office administration (planning payments, finding suppliers, profit and loss predictions etc)</li><li>-Increased awareness of company</li><li>-Acquired new clients</li><li>-Client service</li><li>-various graphic designs (brochures, advertisements, business cards, logos etc)</li><li>-preparation of files to be submitted to city halls for obtaining construction authorizations</li></ul>
Name and address of employer	Starboard Media
Type of business or sector	Outdoor advertising
Dates	01/01/2000 - 01/03/2001
Occupation or position held	Assistant to the General Manager
Main activities and responsibilities	-compiling monthly board reports

	<ul style="list-style-type: none"> <li>-graphic design of brochures, flyers etc</li> <li>-general office administration</li> <li>-negotiation of contracts with various suppliers</li> <li>-planning various PR events</li> <li>-conducted weekly analysis of department goals and achievements</li> </ul>
Name and address of employer	Churchill Media
Type of business or sector	Outdoor Advertising
Dates	01/03/1999 - 01/01/2000
Occupation or position held	Research Executive
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- acquired new clients</li> <li>- organized quantitative research projects including design of questionnaire and compilation of final report</li> <li>- organized and conducted various types of qualitative research projects</li> </ul>
Name and address of employer	Interfact Market Information
Type of business or sector	Market Research
Dates	10/03/1998 - 15/03/1999
Occupation or position held	Qualitative Research Executive
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- organized and conducted qualitative research projects including final analysis and reporting</li> <li>- simultaneous translation and interpretation</li> </ul>
Name and address of employer	MEMRB Romania
Type of business or sector	Market Research

## Education and training

Dates	01/09/2000 - 15/06/2005
Title of qualification awarded	Bachelor's Degree
Principal subjects / occupational skills covered	Management and Marketing
Name and type of organisation providing education and training	Romanian - American University (Business School)

## Personal skills and competences

Mother tongue(s)	<b>English; Romanian</b>
Social skills and competences	<ul style="list-style-type: none"> <li>- Team spirit</li> <li>- Good ability to adapt to a variety of environments gained through my varied work experience;</li> <li>- Good communication skills gained through my experience as executive director of a plant hire company;</li> </ul>
Organisational skills and competences	<ul style="list-style-type: none"> <li>- Leadership (responsible for more than 100 people);</li> <li>- Good experience in minimising operational costs;</li> <li>- Good experience in motivating and managing personnel;</li> <li>- Experience in strategic planning and growing a business;</li> <li>- Analysis, budgeting etc</li> </ul>
Technical skills and competences	<ul style="list-style-type: none"> <li>- Knowledgeable in regards to construction machinery applications gained through 6 years work experience;</li> </ul>

	<ul style="list-style-type: none"> <li>- Good understanding of preventive maintenance systems (designed and implemented a fleet management system based on an Access database which included PMS)</li> <li>- Good understanding of machinery systems (handled purchase of spare parts from abroad personally in order to reduce costs)</li> </ul>
Computer skills and competences	<ul style="list-style-type: none"> <li>- Good command of Microsoft Office tools (Word, Excel and Powerpoint;)</li> <li>- Knowledge of graphic design applications (Photoshop, Corel Draw, Indesign)</li> <li>- Basic knowledge of database design in Access;</li> </ul>
Driving licence(s)	B