

CURRICULUM VITAE	
Personal information	
Surname/Name	DRAGOTĂ LAURA RALUCA ALINA
Address	Cornetu Village, Ilfov County
Telephone	
E-mail	
Nationality	Romanian
Date of birth	27.09.1974
Marital status	married
Gender	feminin
Period	01.03.2021-present
Position	Deputy Director-General - Directorate General for Public Policy, Strategy and Managerial Internal Control
Main activities and responsibilities	Coordinates the activity of the Public Policy Coordination Directorate, the Internal Management Control and Institutional Relations Directorate, the Government Projects Department, the Institutions Coordination Department and the Governance Department
Name and address of the employer	General Secretariat of the Government - 1 Victoriei Square, District 1, Bucharest
Type of activity or sector of activity	Public Administration

Position	<p>Senior Adviser at the Ministry of Public Finance (MFP) Director of Office/Personal Adviser at the State Secretary Office (MFP) Directorate-General for the Management of Specific Regulated Areas - Directorate for the Administration of State Ownership (21.12.2020 - 26.02.2021)</p> <p>State Secretary Office (28.01.2020 - 18.12.2020) - director of office/ personal advisor</p> <p>Directorate-General for the Management of Specific Regulated Areas - Directorate for the Administration of State Ownership (08.11.2019 - 27.01.2020)</p> <p>State Secretary Office (07.02.2019 - 08.11.2019) - personal advisor</p> <p>Directorate-General for the Management of Specific Regulated Areas - Directorate for the Administration of State Ownership (01.08.2018 - 06.02.2019)</p> <p>Directorate for the Administration of State Ownership (10.01.2018 - 31.07.2018)</p> <p>Directorate-General for the Management of Specific Regulated Areas - Directorate for the Administration of State Ownership (2015 - 09.01.2018)</p> <p>Directorate-General of Legislation and Regulation in the Field of State Assets (2004-2015)</p>
Professional experience	
Period	07.02.2019 - 08.11.2019; 28.01.2020 - 18.12.2020
Position	Director of Office/Personal Adviser at the State Secretary Office

Main activities and responsibilities	<ul style="list-style-type: none"> • Ensures the preparation and organization of the correspondence addressed to the Secretary of State; • Ensures the scheduling of hearings and working meetings for the Secretary of State; • Updates the work agenda of the Secretary of State; • Ensures the circulation of the correspondence addressed to the Secretary of State to the coordinated specialized directorates and monitors the way it is solved; • Submits the provisions and resolutions of the Secretary of State, monitors their settlement and informs the Secretary of State about the status of their execution; • Draws up notes, information, letter and documents on its own initiative or requested by the Secretary of State, under the established conditions and to the set deadlines; • Ensures efficient communication between the cabinet of the Secretary of State, the offices of other dignitaries and the specialized departments within the MPF, as well as between the Secretary of State and the Ministry's management, the institution staff, delegates and individuals and legal entities outside the institution; • Advises the Secretary of State on issues falling within the competence of the departments / structures coordinated by the Secretary of State; • Maintains the confidentiality of managed works, data and information held; • Acts to maintain a high degree of integrity, ethics and morality in respect of the performed activity; • Complies with the provisions of the legislation in the field of occupational safety and health, fire protection and with the measures for the application thereof; • Makes internal / external trips for issues falling within the competence of the Secretary of State, under the conditions established by the latter; • Informs the Secretary of State about potential labour accidents experienced;; • Participates in the working groups established following the nomination by the secretary of state or the management of the ministry; • Cooperates with ministries, other authorities and public institutions in matters concerning the tasks of the departments coordinated by the Secretary of State; • Participates together with the Secretary of State, at the request of the latter, in the meetings within the Government and the Parliament, respectively the Romanian Senate and the Chamber of Deputies; • Ensures participation in the meetings of the General Meeting of Shareholders, the Board of Administration / Supervisory Board, audit committees, privatization or other commissions and committees of all public enterprises / institutions or national research and development institutes when appointed / appointed by the management of the ministry / competent public authority, according to the applicable legal provisions. • Holds an ORNIS certificate - level SS1D.
Period	2004-06.02.2019; 08.11.2019-27.01.2020; 21.12.2020 - present
Position	in 2004 assistant expert - from 2006 - present senior adviser

Main activities and responsibilities

- Participation in the meetings of the General Meeting of the Shareholders, the Administration / Supervision Board, Censor committees, privatization or other committees and all committees of the public enterprises / institutions or national research and development institutes when appointed by the management of the ministry / public competent authority, according to the legal applicable provisions.
- Applying the provisions of GEO no. 109/2011 on corporate governance, approved as amended by Law no. 111/2016 within economic operators for which the MPF is a competent authority / shareholder (national companies, credit institutions, financial and non-financial institutions);
- fulfilment of the tasks deriving from the capacity of the MPF as competent public authority / shareholder in accordance with the applicable legal provisions for economic operators;
- preparation of the documents of appointment / provisional appointment / revocation / renewal of the mandate or appointment, according to the legal provisions, of the state representatives through the Ministry of Public Finance in the General Meeting of the Shareholders (GMS), Board of Administration (BA), Supervisory Boards (SB) within the economic operators and keeping the records thereof;
- preparation of the mandate contract template for the members of the BA, SB in collaboration with specialized departments within the Ministry of Public Finance;
- Preparation of the template for the addendum to the mandate contract contemplating the performance objectives and indicators and the variable component of the allowance of the BA/SB members negotiated by them with the representatives of the GMS;
- Monitoring the execution of the mandate contracts and establishment of the performance objectives and indicators for BA / SB members and director generals / directors;
- Monitoring the execution of mandate contracts, concluded for BA / SB members and general directors/ directors, from the point of view of the achievement of the performance indicators to be implemented by the latter, according to the legal provisions in force;
- Preparing, at the request of the MPF management, the reports and / or master statements, regarding the execution of the mandate contracts of the economic operators as well as regarding the activity of the economic operators;
- Preparation of the annual report regarding the activity of the economic operators, according to the provisions of art. 58 of GEO no. 109/2011 in order to be published on the MPF website;
- Review of the documents and preparation of the documents mandating the state representatives in the GMS;
- Submitting the orders, approvals and instructions issued by the Ministry of Public Finance in a unitary form for the state representatives in the management structures of the economic operators, appointed/ designated by the Ministry of Public Finance;
- Preparation of the documents, on behalf of the state as shareholder, proposing the Candidates for the positions of BA/SB members in compliance with the qualification and professional experience and selection requirements under GEO no. 109/2011;
- Preparation of the letter of expectations to be published on the website, in order to be acknowledged by the
- Candidates for the position of administrator or director registered on the Short List;
- Preparation of the notification regarding the selection of the BA/SB members to be published on the MPF website, whenever a selection process within the competent authority is organized;
- Monitoring and evaluation, through the representatives of the state through the Ministry of Public Finance in the GMS, as appropriate, of the C.A.J.C.S. performances to ensure, on behalf of the state, that the principles of economic efficiency and profitability are met as far as the operation of the economic operators is concerned;
- Preparation of the documents mandating the MPF representatives in the GMS for the negotiation and approval of the financial and non-financial performance indicators for the BA/SB according to the legal provisions, in collaboration with the specialized MPF departments;
- Monitoring and assessment of the financial and non-financial performance indicators attached to the mandate contract;
- Monitoring and assessing the application of the GEO no. 109/2011 by the economic operators under the MPF portfolio regarding this and regarding the fulfilment of own tasks according to GEO no. 109/2011;
- Proposing integrity criteria for the BA/SB members included in the mandate contracts, in collaboration with specialized departments within the Ministry of Public Finance;
- Development, as appropriate, of procedures, instructions and normative acts in the field of management and administration of economic operators;
- Assessing, as appropriate, the financial recovery, restructuring, reorganization or operational closure programs developed by the economic operators;
- Preparation and / or assessment in order to approve the draft normative acts regarding the restructuring, reorganization, privatization, division, merger, closure, decrease and increase in the share capital or in the assets of the economic operators;
- Elaboration of draft normative acts approving the budgets of revenues and expenditures or the correction thereof, as applicable;
- Analysis of the economic-financial statements (performance of the economic-financial indicators and the half-yearly / annual financial standing) based on the achieved economic-financial indicators and annexes thereto, from the point of view of the compliance with the limits approved by the revenue and expenditure budgets and related legal regulations;
- Monitoring and assessing the implementation by economic operators of measures to improve gross result and reduce arrears approved by revenue and expenditure budgets;
- Preparation of draft normative acts regarding the core business of economic operators;
- Application of the provisions of GEO no. 109/2011, regarding the preliminary evaluation / selection for the appointment of the representatives of the Ministry of Public Finance as BA members of the autonomous administrations;
- Preparation of orders regarding the composition and operation of the Committee for the preliminary assessment / selection for the appointment of the representatives of the Ministry of Public Finance as BA members of the autonomous administrations
- ensuring the secretariat of the Commission for the assessment / preliminary selection for the appointment of the representatives of the Ministry of Public Finance as BA members of the autonomous administrations;
- preparation of the documentation for the appointment of the representatives of the Ministry of Public Finance as BA members of the autonomous administrations according to the results of the evaluation / selection process
- Ensuring the notification of the document designating the ministry of public finances to the competent authority for the appointment of the representative of the Ministry of Public Finance in the Board of Administration;
- Preparation of the documentation for the appointment / provisional appointment / revocation or appointment according to the legal provisions of all MPF representatives in other management bodies, commissions and committees, according to the legal provisions;
- Keeping records of all MPF representatives, appointed by the MPF and / or appointed by the competent authority, according to the legal provisions in the GMS, BA, other governing or control bodies, commissions or committees of companies, autonomous administrations of central and local subordination or national research - development institutes;
- Review of the documents in order for the MPF to endorse the mandate contracts that are established and concluded by the competent public authority with the BA members of the autonomous administrations, from the point of view of the provisions of GEO no. 109/2011;
- Assessment in order to approve the draft Government decisions or Orders for approval, rectification of the REBs, according to the legal provisions in force, of economic operators where the state has a controlling or a full interest;
- Assessing the budgetary executions of the economic operators where the state has a controlling or a full interest, from the point of view of the compliance with the limits approved by the annual revenue and expenditure budgets, according to the legal regulations in force;
- Monitoring economic operators recording arrears, receivables, outstanding payments and losses in respect of the IMF;
- Assessing in order to approve the draft normative acts, regarding:
 - the field of economic and financial, financial-accounting and corporate governance;
 - the transfer of the assets from / to the public real estate of the state, to / from the public real estate of the administrative-territorial units according to the provisions of Law no. 213/1998;
 - the establishment, restructuring, division, merger, transfer, reorganization, privatization, decrease or increase in the patrimony or share capital of economic operators where the state has a controlling or a full interest and of public institutions under the authority of the ministries they coordinate, in cooperation with other institutions empowered according to the law, according to the applicable normative acts;
 - donations on behalf of the Romanian state
- Issuing points of view requested by other departments within the ministry, by natural or legal entities, by parliamentary members or by the two specialized committees of the two Chambers of the Parliament, on issues related to the compliance with the economic and financial discipline and to the public and private real estate of the state for the correct interpretation and application of the legislation;
- Elaboration of MPF orders according to art. 223 of the Civil Code;
- participating in the Plenary Session of the Chamber of Deputies and the Senate as well as in the commissions of the 2 chambers of the Romanian Parliament in order to support the normative acts;
- Participation in the LOTO drawing committee as a member representing the Ministry of Public Finance, in accordance with the legal regulations in force or in tender committees;
- participation in inter-ministerial working committees on issues falling within the scope of the department;
- Discussions and meetings with representatives of ministries, central or local public administration institutions, banks, the Government, individuals or economic agents to solve problems that fall within the scope of the department;
- Updating the state property, economic-financial discipline or corporate governance legislation;
- Preparation of Tender Books or Donation Contracts to strengthen the leadership of the ministry;
- participation in training on public property of the state;
- Assessing classified information documents
- fulfilment of the tasks related to the position of head of department in the absence of the head of department according to the job description within the General Directorate of Legislation and Regulation.

Name and address of the employer	Ministry of Public Finance , 17 Apolodor Street, District 5, Bucharest
Type of activity or sector of activity	Public Administration - Directorate-General of Legislation and Regulation in the Field of State Assets - Department 2
Period	1998-2004
Position	in 2004 beginner - in 2004 specialized financial inspector
Main activities and responsibilities	<ul style="list-style-type: none"> • Account administrator at public institutions, economic agents and individual medical offices; • Analysis and approval of investments; • Analysis and monitoring of revenue and expenditure budgets of public institutions; • Communication and correspondence with public institutions and economic agents; • Verification and approval of interest granted on bank deposits of public institutions and businesses, and related treasury bills; • Checks and allocations of credit openings for public institutions; • Analysis and application of the preventive financial control signature for treasury expenses; • Fulfilling the duties of head of department in his absence according to the job description.
Name and address of the employer	Public Finance Administration District 2 - State Treasury District 2 , 89 Ferdinand Blvd. , District 2, Bucharest
Type of activity or sector of activity	Financial - Verification and settlement of expenses of public institutions and economic agents
Education and training	
Period	2007 - 2009
Qualification/diploma	Master's degree
Principal subjects / occupational skills covered	European studies of public administration
Name and type of organisation providing education and training	Spiru Haret University - Faculty of Law and Administration
Period	2003-2004
Qualification/diploma	Postgraduate specialization diploma

<p>Principal subjects / occupational skills covered</p>	<p>Management of Public Institutions</p>
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Name and type of organisation providing education and training	Academy of Economic Studies - Faculty of Management
Period	1993-1998
Qualification/diploma	ASE bachelor's degree
Principal subjects / occupational skills covered	Marketing - Management
Name and type of organisation providing education and training	The Romanian - American University - Faculty of Marketing - Management
Period	1989-1993
Qualification/diploma	High school diploma
Name and type of organisation providing education and training	Octav Onicescu Industrial High School
Advanced training	
Course	European business modules III
Period	16.02-09.06.2006
Organiser	School of Public Finance and Customs
Course	Strategic planning
Period	25.10-28.10-2006
Organiser	Ministry of Public Finance
Course	Techniques regarding the preparation of normative acts
Period	26.11-03.12.2006
Organiser	Ministry of Public Finance
Course	Internal communication
Period	21.11-25.11.2006

Organiser	Ministry of Public Finance
Course	Training of trainers in European affairs
Period	04.12-06.12.2006 si 15.02-16.02.2007
Organiser	School of Public Finance and Customs
Course	European Affairs modules VII-X
Period	2007 - 2008
Organiser	Ministry of Public Finance
Social skills and competences	<ul style="list-style-type: none"> • Adaptation; • Self-improvement and capitalization of the acquired experience; • Communication and rapid adaptation to new situations; • Moral conduct; • Seriousness; • Sociability.
Organisational skills and competences	<ul style="list-style-type: none"> • Ability to analyse and select the best measures, crisis management and organizational management acquired in the management positions of economic operators; • Managerial skills and competencies; • High adaptive power in new and unforeseen situations and to changing conditions; • Ability to mobilize a team to meet a general or specific objective; • Easy team integration and easy relationship with team members, including by supporting them; • Power of judgement in selecting priority tasks and choosing the best ways to solve them; • Assuming responsibility in decision making; • Willingness to acquire new knowledge; • Ability to plan, organize and act strategically; • Very good capacity to manage human and material resources available; • Spirit of competition; • Analytical thinking and ability to assess; • Professional discipline.

- **2002 - 2004: Member of the Disciplinary Commission within the Directorate-General of Public Finances of Bucharest;**
- **2006 - 2007: Member of the tender and concession committee at the State Domains Agency and the Official Journal;**
- **2007-2009: Member of the Board of Administration of the Autonomous Film Distribution and Development Company RomâniaFilm;**
- **29.04.2009 - 27.01.2012: Member of the Board of Administration of the National Printing Company CORESI SA;**
- **29.04.2009 -12.03.2015: Member of the Board of Administration of the National Meteorological Administration;**
- **30.09.2009 -17.12.2009: Member of the Board of Administration of the RA Didactic and Pedagogical Publishing House;**
- **15.04.2010 - 29.06.2010: Member of the Board of Administration of the National Administration of Land Improvements;**
- **07.02.2012 - 04.2019: Member of the Commission for Gambling organized by the Romanian National Lottery Company - SA;**
- **12.12.2014 - 06.12.2022: (GEO 109/2011 selection): Member of the Board of Administration of the Autonomous Administration of the State Protocol Heritage Administration;**
- **06.04.2015 - 04.2019: Member of the Commission Lottery of Tax Receipts organized by the National Company Romanian Lottery - SA;**
 - **14.04.2015 - 14.04.2019: (GEO 109/2011 selection): Member of the Board of Protocol of the National Meteorological Administration;**
 - **16.01.2017 - 10.10.2017: Member of the General Meeting of the Shareholders of the Romanian Lottery National Company - SA;**
 - **12.08.2019 -12.12.2019: Member of the Board of Administration of the National Meteorological Administration**

Professional skills and competences	<ul style="list-style-type: none"> • Skills in analysing, coordinating, managing and monitoring projects; • Individual work skills; • Skills for working in a team, in special situations, on a long-term basis; • High capacity for data analysis and synthesis; • Experience in data collection and writing presentation materials or synthesis papers; • Ability to work under stress and extended hours and to meet deadlines; • Responsibility; • Perseverance; • Honesty; • Adaptability; • Ability to relate, work in common groups; • Respecting the confidentiality of the information and data obtained; • Knowledge of techniques regarding the elaboration of normative and administrative acts.
Organizational / managerial skills	<ul style="list-style-type: none"> • Knowledge and implementation of team management acquired within the management bodies of public enterprises; • High capacity for organization and coordination to achieve long-term goals; • Self - taught and self - critical spirit ; • Assuming responsibility; • Correctness and verticality; • Loyalty.
Communication skills	<ul style="list-style-type: none"> • Clear and concise expression skills; • Skills for interpreting concepts and / or opinions; • Public communication skills; • People interaction skills.
Computer skills	<ul style="list-style-type: none"> • Computer skills: Microsoft Office (Word, Excel); • General knowledge of the Internet and the use of search engines; • Familiar with data transfer via e-mail.
Hobby	<ul style="list-style-type: none"> • Reading • Nature • House design and landscaping • Sports / swimming • Opera / Theatre • Horse riding • Painting / Art

Mother tongue	Romanian
Foreign languages	Understanding Speaking Writing
English	Listening Reading Spoken interaction Spoken production Writing
	B B B B B
Self-assessment	
Other skills	Driver`s licence category B)