

Personal information

Name, surname **ANDREI RIZOIU**
 Address Bucharest, Romania
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Date of birth 12 November 1983
 Marital status Married, 1 child

Work experience

Date	2017 - Present
Position held	Member of the Board of Administration
Employer's name and address	UNIFARM SA
Type of organization	State-owned company
Date	
Position held	2015 - Present
Employer's name and address	Advisor
Type of organization	Romanian Government Governmental
Date	
Position held	2014 – Present
Employer's name and address	Member of the Board of Administration Member of the Audit and Rating Committee, of NTS Security and Safety Committee, of the Strategy and Development Committee
Type of organization	SNTGN Transgaz SA State-owned company
Date	
Position held	2012 - 2016
Employer's name and address	Member of the Supervisory Board The Romanian Counter-Guarantee Fund
Type of organization	IFN
Date	
Position held	2012 - 2016
Employer's name and address	State Secretary Romanian Government, Secretariat General of the Government
Type of organization	Governmental
Date	
Position held	2009 - 2012
Employer's name and address	Advisor Senate of Romania

Type of organization	Parliamentary
Date	January 2009 – October 2009
Position held	State Advisor
Employer's name and address	Romanian Government, the cabinet of the Deputy Prime Minister, the Ministry of Internal Affairs and Administration
Type of organization	Governmental
Date	2008 - 2009
Position held	Expert
Employer's name and address	Senate of Romania
Type of organization	Parliamentary
Date	2006 - 2008
Position held	Clerk
Employer's name and address	Chamber of Deputies
Type of organization	Parliamentary
Date	2005 - 2006
Position held	Assistant Manager
Employer's name and address	SC. Mandarine Production SRL
Type of organization	PR

Education and training

Date	2009
Title	Professional training course, Governmental relations
Education or training organisation's name	National Defence College
Date	2002 - 2006
Title	Bachelor of Arts in Economy
Education or training organisation's name	"Dimitrie Cantemir" Christian University of Bucharest
Date	1998 - 2002
Title	High school Degree
Education or training organisation's name	Dacia High School of Bucharest

Personal skills

Mother tongue

Romanian

Other language(s)

English

French

Spanish

Reading	Speaking	Writing
Intermediate	Intermediate	Intermediate
Intermediate	Intermediate	Intermediate
Intermediate	Intermediate	Intermediate

Social skills

- leadership skills
- ability to work in a multicultural environment
- excellent communication skills acquired by working in a an environment where decision were made by mutual agreement
- team spirit
- individual responsibility
- expertise in inter-personal dispute addressing, mediating and settling

Organisation skills

- exceptional self-organization skills
- quick adaptability to new working environments
- multi-tasking experience and expertise in task prioritization

Technical skills

- Excellent mastering of all equipment required for performing tasks in an office (fax, printer, scanner, computer, etc.)

Computer skills

- Microsoft Office™ (Word, Excel, Power Point, Outlook Express, Access)
- Corel Draw™, Adobe Illustrator™, PhotoShop™
- Internet (Internet Explorer, Netscape, Mozilla Firefox)