



♂ Masculin

📍 Chișinău

Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>

Office mannager

Despre mine

CURRICULUM VITAE

1. First name: Vladimir Family name: Gogu Date of birth: 21. 02 1951

2. Contact Co-ordinates:

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3. Nationality: Moldovan

4. Civil Status: Married,

5. Citizenship: Republic of Moldova

6. Education:

Moldova State University, Department of the English Language and Literature

August 1977 – June 1982

Translator, Teacher, Philologist of English Language and Literature

7. Language skills

(Mark 1 to 5 for competence)

Language Reading Speaking Writing

Romanian 5 5 5

English 5 5 5

Russian 5 5 5

German 4 4 4

8. Key qualifications:

- Provide written and oral translation from English into Romanian and Russian and vice versa
- Provide logistical support (travel arrangements, tickets etc) to the team
- Facilitate the process of procurement of goods and services
- Facilitate field visits, missions of the experts
- Provide professional administrative assistance to various teams of national and international authorities and organizations
- Prepare project related correspondence
- Organization and administration

9. Other skills:

- Local expert on educational and labour market issues
- Team Leadership
- Research
- Report formulation
- Able to involve, co-ordinate and collaborate with task-relevant

institutions and organizations and maintain relationship with them

Professional Experience Record:

- January 2008 – working (oral-written translation, assistance) for short term experts coming to Moldova via embassies of United States and Great Britain
- September 2005 – September 2007, Assistant/Interpreter for “Tomacy International Trading” a business company in agriculture
- January 2002 - May 2005 Program Assistant/Interpreter (vice of the general country director and interpreter) SCHOOL LUNCH PROGRAM “Global Food for Education”, International Partnership for Human Development of the USA, USDA. 2700 schools and preschools, covering more then 350 000 children from RM were included in this program. Being involved in this program, I had to contact and collaborate with all Presidents, General Directors of Education, Chiefs of Medical Preventative Centers, mayors, directors of schools and kindergartens of the rayons of Republic of Moldova and first of all with the Ministry of Education of Republic of Moldova. To monitor and coordinate the work of monitors and drivers, to have meetings with them, to assist at the reception and delivery of the commodities, to organize workshops, in order to promote the commodities and to train people from schools and kindergartens, medical preventative centers how to use and cook the product, to set up meetings and round tables for the administration of the program with different ministries, enterprises and NGO-s from RM, as well as to report to the administration of the program concerning the progress, the problems, the solutions for revealed out problems in the program. To arrange accommodation for short term experts, to meet and see them off, tickets etc
- 2001 Within this period of time, when it was possible I served as part-time Assistant/Interpreter for US experts working on short-term assignments in Moldova
- July 1998 – March 2000 As an Interpreter/Translator/, Local expert in task group 2 and local expert in Tacis Project No: 97-0454 “The Reform of the Moldovan System of Vocational Education and Training ” This Tacis project was implemented in Moldova in a fruitful collaboration with the Ministry of Education, Ministry of Economy and Ministry of Labour, Employment Office from Chisinau and Hincesti, on the basis of pilot school #7 from Chisinau and pilot school #16 from Carpineni
- May - July 1998 Interpreter for Tacis workshops, the subject being Social Dialogue, the workshops being carried out by a Tacis project in collaboration with Ministry of Labour of Moldova
- May - June 1998 – assistant/office manager of the Tacis project director in collaboration with the Ministry of Environment
- Feb. - May 1997 CNFA Within this period of time I interpreted and assisted volunteers farmers coming from America to assist dairy farms in Moldova
- 1994 – 1998 Director’s Assistant and Interpreter, Tacis Programme, EMOL 9201 and EMOL9401. October 1994. The purpose of the first Tacis project was to establish the National Energy Efficiency Agency in Moldova and to carry out a training programme and a series of energy audits at industrial enterprises throughout Republic of Moldova. The second Tacis project continued and it was an extension of the first, with further training, audits and demonstration projects. Over 30

energy audits were carried out. My position involved assisting the Tacis local Director in all aspects, assisting and interpreting for visiting short term experts and liaising with local agencies and authorities at all levels. The projects were carried out in collaboration with the Ministry of Construction, Department of Energy of Moldova and the Ministry of Education. The main task was to improve energy efficiency in Moldova.

- Nov. 1993 - March. 1994 Director's Assistant., American Programme for student exchange - ACTR/ACCELS
- May - Sept. 1993, Peace Corps of the United States of America, Language Teacher for Moldova-1 team
- 1987 -1990 Translator and teacher of English for the employees at Corn Research Institute, at that time Institute was collaborating with an American company FMC. This company supplied chemicals and equipment for seed treatment.
- Teacher of English at Agrarian, Commercial and Pedagogical Universities

10. Computer skills:

Have good knowledge of basic operating systems for personal computers (Windows 2000, WindowsXP Professional, Word, Excel, and Power Point), telecommunication packages (Microsoft Internet Explorer, Microsoft Internet Mail) and utilities.