

CURRICULUM VITAE

Name **ELENA MOTOC**

Occupation Election Project Manager & Postage Administrator

Permanent Address Bucharest, Romania

Email

Telephone

PERSONAL PROFILE

- Highly organized, engaging and hardworking person with more than 10 years of experience in printing industry, election services and more, influencing revenue growth by applying innovative strategy and excellent customer service always ensuring the targets are achieved.
 - Exceptional project management skills; can confidently direct complex campaigns, aggressive project timelines and maintain composure through extremely stressful, fast-paced challenges.
 - Excel in multidisciplinary team environments; known for the ability to build strong connections between individuals and groups with varying priorities, motivating supervisor and mentor who effectively promotes teamwork, accountability and fun within the workplace.
 - Focussed, procedure and performance driven team player, particularly skilled in the efficient planning, cost management, deployment and control of manpower and material resources with the ability to achieve results.
 - Last but not least, an empathetic & friendly person that will never hesitate to help someone and also a great company/colleague. Strong believer that we can all learn a lot from each other.
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EDUCATION

Tourism & Services, Ovidius University Constanta

CAREER HISTORY

Financial Data Management PLC, London, United Kingdom

Oct 2007-Jan 2020

Postage Administrator

- Presenting and promoting the company's products;
- Always checking the market to ensure that we are up to date with the latest products on the market;
- Maintain a good relationship between the company and our clients/suppliers;

- Ensure all jobs are sent in time and within client's expectations;
- Keep control of the company financial system and ensure that all invoices are done and send in timescale;
- Reconciliation between purchase invoices and sales invoices.

Financial Data Management PLC., London, UK

2008 - 2020

Election Project Manager (part time job)

- Manage the production area of the Postal Voting System and the hand enclosing process of the ballot papers ensuring the postal packs are enclosed within the guidelines and ready in time for Royal Mail collection or posting;
- Be in permanent contact with Electoral Registration department ensuring all updates are done before delivery;
- Manage the delivery of the Ballot Papers to the Client/Polling Station for the Election process.
- Manage the Quality Assurance checks of all postal voting pack to be delivered.

S.C. Prospes S.A., Constanta, Romania

2006-2007

Sales Agent

S.C. Euro Finance S.R.L., Constanta, Romania

2004-2006

Administrator

- Manage the work level and staff, also keeping a good activity of the levels;
- Responsible for money flow between branches.

TECHNICAL SKILLS

- Ability to identify errors at beginning stage;
- Excellent eye for details;
- Technical team leadership;
- Ability to work under pressure within the guidelines;
- Office – Word, Excel, PowerPoint, Outlook
- Highly proficient at using the Internet, e-mails and in-house systems

KEY SKILLS and ACHIEVEMENTS

- Completed projects throughout the development life cycle from specification, design to the construction and delivery.
- Leveraged a methodical approach to assignments, multi-tasked and rolled out solutions within agreed time and cost.
- Displays strong leadership and interpersonal abilities to the senior management.
- Demonstrates effective oral and written abilities; supervising of teams.
- Creates a solid team spirit and adapts to cultural diversity.
- Highly proficient organisational abilities for driving forward challenging and program driven requirements.
- As an election manager, experience gained in quality assurance (QA) processes and procedure to complete work to the required quality, codes and standards.
- Ability to develop a successful team contributing to the development of future talents.

REFERENCES

Available upon request