Curriculum vitae

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| **Family name:**  | Cebanu |
| **First names:**  | Olga |
| **Date of birth:**  | 25 October 1986 |
| **Nationality:**  | Moldova |
| **Civil status:**  | Single |

**Education:**

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| **Institution****(Date from - Date to)** | **Degree(s) or Diploma(s) obtained:** |
| **Academy of Public Administration****2014-2017** | Master Degree in Law, Anticorruption specialization |
| **Moldova State University****2008-2010**  | Master Degree in Communication Sciences, Management of Media Institution specialization |
| **Moldova State University****2005-2008** | Bachelor of Journalism, Business Journalism specialization |

 **Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)**

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| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| Romanian (native) | 1 | 1 | 1 |
| English | 2 | 2 | 2 |
| Russian | 2 | 2 | 3 |

**Other skills:** Audacity, Edius, Photoshop, video production, photo journalism, events management, journalism.

**Key qualifications:**

• **Over 4 years of experience in developing and implementing Communication/PR Strategies, public relations and communications for the Government entities in Moldova** (including State Chancellery of the Republic of Moldova, Ministry of Justice of the Republic of Moldova).

• **Experienced in developing internal and external communication strategies and products for Moldovan government**.

• Management experience (online media administration).

• **Excellent knowledge of mass media sector in Moldova** based on over 4 years of experience working for top TV and Radio channels in Moldova, as a journalist and reporter.

• Excellent communication and networking skills.

**Specific experience in the region:**

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| **Country** | **Date from - Date to** |
| Moldova | 2007 – present |

**Professional experience:**

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| **Date from - Date to** | **Location** | **Company& reference person (name & contact details)** | **Position** | **Description** |
| March 2016 - onwards | Moldova | Legal 4 Business S.R.L.,Oleg Efrim, Partner,oleg.efrim@gmail.com  | CEO | • **Business administration, reporting to shareholders;****• Team Management (including recruitment);**• Customer research, interaction and partnership via online portal.• Operational contribution (writing articles, news).• **Promotional activities for business platform** (portal). • **Developing and implementing Communication strategy for portal’s promotion**. |
| September 2016 – December 2016 | Moldova | Project: Support to the enforcement, probation and rehabilitation systems in Moldova,Ioana Cornescu, Team Leader, cornescu@justice-eutap4.md  | Junior non-key expert on communication | * **Organisation of the awareness raising campaign** against alcohol consumption while driving;
* Organization and preparation of a common probation-police-EU Delegation activity, to ensure the media and public visibility of the campaign (press kit, press invitations, media appearances coverage, press release, monitoring media coverages;
* **Ensuring the participation of the media**, particularly TV stations, in information actions.
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| October 2015 - March 2016 | Moldova | PR Agency *Fabrica de imagine*Anastasia Primov, Director – anastasiaprimov@gmail.com  | Communication adviser  | • **Supporting Chief Executive officer in project planning, implementation and monitoring developing and maintaining partnerships and professional relations with mass media representatives;** • Leading logistical/administrative activities; ensuring compliance with agreements, Terms of References, other relevant documents; • **Coordinating the development of promotional materials (TV commercials, flyers, newspapers, websites, and social media)**;•**Coordinating PR and communication campaigns with clients and partners**;•**Developing and implementing Communication strategies**,• Serving as a liaison between *Fabrica de imagine*, suppliers, partners and clients. |
| March 2015 - October 2015 | Moldova | The State Chancellery of the Republic of MoldovaAurelia Peru, ex-spokeswoman – peruaurelia@gmail.com | Chief of Staff, Communication and Press Relations Office | • **Planning and coordinating internal and external communication and press relations, to ensure visibility and maintain a positive image of the Prime Minister, the Cabinet, the State Chancellery**; •Part of the team that developed the **Government Communication Strategy**;• Monitoring the implementation of the Action Plan, approved by the Secretary General of the Government; • Monitoring the work of press services of the central public administration and **organization of working meetings for effective communication with general public, the media**;• **Maintaining media relations and communication** (interviews, talk-shows,promotional materials). |
| December 2013 - March 2015 | Moldova | Ministry of Justice of the Republic of Moldova,Oleg Efrim, (former Minister) – oleg.efrim@gmail.com | Chief of Staff, Protocol, Communication and Media Relations Service | • **Maintained continuous external communication with the media**, to answering requests, providing and preparing the information requested by the press;• Ensuring dissemination and **visibility of Ministry’s activities**; • Organizing briefings, press conferences and other events, writing and distribution of press releases, coordinating messages. |
| September 2012 - December 2013,December 2009 - December 2010 | Moldova | PRO TV Chişinău,Artur Corghencea, Producer – artur@protv.md  | Reporter | • TV news production. |
| December 2010 - August 2012 | Moldova | Studio TV Centru of Radio/TV network,Vasile State, Director – Vasile\_state@yahoo.fr  | Reporter/editor at StudioTV Centru of Radio/TV network | • TV news production and talk-shows moderator. |
| January 2008 - December 2009 | Moldova | MOLDPRES A.I.S. (the Official Monitor of the Republic of Moldova) Simion Ropot, Editor in chief – mo@moldpres.md  | Editor-Coordinator Periodical editions, reporter | • Tracking, editing and publishing the International Treaties the Republic of Moldova;• News production. |
| February 2008 -March 2009 | Moldova | Online newspaper “Business Expert”,Vlad Bercu, Director – vladbercu@yahoo.com  | Reporter | • News production;• Writing analytical articles, interviews.  |