



Europass Curriculum Vitae



Personal information

First name / Surname / Profession	Cristina PROCA , biotechnology engineer
Address	4
Telephone	Mobile:
E-mail	cristina.proca@yahoo.ro
Nationality	Romanian
Date of birth	
Gender	Female

Work experience

Dates	2014 - present
Position held	Key Account Manager, Sales and Marketing Representative
Main activities and responsibilities	Sales and Marketing activities Working with CRM system Maintaining and improving customer portfolio by conducting customer visits, presentations of our main supplier's equipment's and consumables Preparation of financial and technical offers for end-user customer to directly purchase the products Preparing financial offer, technical and qualification documents for participation in tenders Preparing and drafting contracts of sale Drawing monthly the status of contracts completed / in progress Preparing monthly activity table Direct contact with suppliers in order to obtain advantageous technically and commercially quotations View constant clients in Bucharest Business travel
Name and address of employer	LABORATORIUM LIFE SCIENCE SRL – 16, Strada Baia, 1st District, Bucharest, Romania
Type of business or sector	Commercial – laboratory equipment and consumables – research, diagnostic, industry
Benefits	Company car, mobile phone, laptop
Dates	2008 – 2014
Position held	Key Account Manager, Sales and Marketing Representative
Main activities and responsibilities	Sales and Marketing support for GSK Romania (Europharm Company) – direct report to a Manager Export from Fisher Scientific – twice a month visits on site Sales and Marketing activities Maintaining and improving customer portfolio by conducting customer visits, presentations of our main supplier's equipment's and consumables Preparation of financial and technical offers for end-user customer to directly purchase the products Preparing financial offer, technical and qualification documents for participation in tenders Preparing and drafting contracts of sale Drawing monthly the status of contracts completed / in progress Preparing monthly activity table Direct contact with suppliers in order to obtain quotations advantageous technically and commercially Business travel
Name and address of employer	AMEX IMPORT EXPORT SRL – 10, Intrarea Titan Street, 3 rd District, Bucharest, Romania
Type of business or sector	Commercial – laboratory equipment and consumables – research, industry
Benefits	Company car, mobile phone, laptop

Dates	2006 – 2008
Position held	Sales and Marketing Representative
Main activities and responsibilities	Promoting and selling products marketed dedicated to certain applications - molecular biology Providing technical advice to the customers to purchase the right products depending on the desired application Preparing financial and technical quotations Preparing qualification, technical and financial documents to participate in tenders Preparing and drafting contracts of sale Drawing monthly the status of contracts completed / in progress Request quotes to suppliers Making orders to suppliers Preparing invoices, goods delivery and installation occasionally View constant clients in Bucharest and in the country
Name and address of employer	DEXTER COM SRL – 1A, Cercului Street, 2 nd District, Bucharest, Romania
Type of business or sector	Commercial – laboratory equipment and consumables – research, diagnostic, industry
Benefits	Company car, mobile phone, laptop

Dates	2003 – 2006
Position held	Marketing Assistant
Main activities and responsibilities	Sales and Marketing activities Preparing offers after receiving the quotation request Preparing and drafting contracts of sale Processing orders to suppliers from the entire Sales department Identification after the reception of products Preparing invoices and shipping documents for goods identified Coordination of deliveries Preparing monthly activity table Providing technical consulting company's clients Occasionally: preparing qualification, technical and financial documents for participate in tenders, visits to customers
Name and address of employer	AMEX IMPORT EXPORT SRL – 10, Intrarea Titan Street, 3 rd District, Bucharest, Romania
Type of business or sector	Commercial – laboratory equipment and consumables – research, industry

Qualification trainings

Dates	2018, Amsterdam, Netherlands
Title of qualification awarded	Laboratory Consumables Products training
Principal subjects/occupational skills covered	European Regional Distributors training meeting
Name and type of organisation providing education and training	Corning

Dates	2013, Bucharest, Romania
Title of qualification awarded	Professional Photographer, Jan. 2014
Principal subjects/occupational skills covered	DSLR Pro School
Name and type of organisation providing education and training	F64 Studio

Dates	2010, Warsaw, Poland
Title of qualification awarded	Laboratory Consumables Products training
Principal subjects/occupational skills covered	Cell culture, Labware & Specialty plastics, BioProduction, Plates, surfaces and applications, Cryogenic Storage, Pipettes & Tips

Name and type of organisation providing education and training	Thermo Scientific
Dates	2007, San Francisco, United States of America
Title of qualification awarded	Biolog training
Principal subjects/occupational skills covered	General presentation of equipment's Workshops
Name and type of organisation providing education and training	Biolog, Inc.
Dates	2007, Divonne les Bains, France
Title of qualification awarded	Centrifuge training
Principal subjects/occupational skills covered	Marketing, Sales
Name and type of organisation providing education and training	Beckman Coulter, Inc.
Dates	2006, Munich, Germany
Title of qualification awarded	General presentation of reagent kits training Maxwell 16 presentation
Principal subjects/occupational skills covered	Marketing, Sales Workshops
Name and type of organisation providing education and training	Promega, Inc.
Dates	2005, Roskilde, Denmark
Title of qualification awarded	Laboratory Consumables Products training
Principal subjects/occupational skills covered	Labware & Specialty plastics Plates, surfaces and applications
Name and type of organisation providing education and training	Nunc Brand
Education	
PhD student	2018 - 2024
University	Faculty of Biotechnologies – University of Agronomic Sciences and Veterinary Medicine of Bucharest
Master of Science	2007 – 2009
University	Faculty of Biotechnologies – University of Agronomic Sciences and Veterinary Medicine of Bucharest
Dissertation	"Modern Applications of Biotechnologies in Agriculture – Isolation and Characterization of Spoilage Molds from Wine Areas"
Dates	1998 – 2003
University	Faculty of Biotechnologies – University of Agronomic Sciences and Veterinary Medicine of Bucharest
Thesis	"Queen Bees Artificial Inseminations"
Foreign languages	English
Dates	1993 – 1997
High school	"Ion Barbu" High school Bucharest
Areas of Concentration	Chemistry – Biology Specialization
Foreign languages	French, German

Personal skills and competences

Mother tongue

Other languages

Self-assessment

European level

English

French

Romanian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Effective Operational Proficiency	C1	Effective Operational Proficiency	C1	Effective Operational Proficiency	C1	Effective Operational Proficiency	C1	Effective Operational Proficiency
A1	Breakthrough	A1	Breakthrough	A1	Breakthrough	A1	Breakthrough	A1	Breakthrough

Social skills and competences

Volunteer

A good interaction and communication skills

Building relationships of trust, respect and productive interactions

Organisational skills and competences

Defining priorities in compliance with deadlines requirements

Technical skills and competences

Analytical thinking

Computer skills and competences

Operational system – Windows, IOS, Android

Software – Microsoft Office (Excel, Word, PowerPoint, Outlook, Publisher)

Internet browsing

Artistic skills and competences

Photography, Traveling, Literature, Cooking

Driving licence

Yes, B category