

## **Bogdan Catalin STERIOPOL**

Year of birth: 1986

### **WORK EXPERIENCE**

Institutul de Cercetări în Transporturi - INCERTRANS SA - Romania, Bucharest  
CCO  
(31/03/2023 – Current)

- Developing the annual sales plan and proposing a strategy for continuous sales growth, to be approved by company management;
- Setting sales targets and organising the department's activities to achieve the established goals;
- Developing and managing the client portfolio by identifying new business opportunities and strengthening relationships with existing clients;
- Designing and implementing the company's marketing strategy and business plan;
- Coordinating and supervising the sales team, with a focus on operational efficiency and optimal use of resources;
- Identifying and implementing cost-reduction measures at department level;
- Assessing the team's training needs and ensuring the continuous professional development of subordinates;
- Ensuring that the department's activities align with the company's overall strategy and the applicable legal framework.

Rompetrol Rafinare SA - Romania, Năvodari  
Member - Board of Directors  
(30/04/2020 - Current)

Rompetrol Rafinare SA - Romania, Năvodari  
Member - Strategy Committee  
(31/03/2022 - Current)

Institutul de Cercetări în Transporturi - INCERTRANS SA - Romania, Bucharest  
Economist in Commerce and Marketing  
(31/10/2022 - 31/03/2023)

- Recording and tracking banking transactions in the accounting ledgers, ensuring the accuracy and compliance of the data;
- Managing collections and payments in the accounting system, monitoring cash flow, and periodically reconciling accounts;
- Preparing and recording monthly tax invoices issued to customers in strict compliance with applicable tax laws;

- Ensuring the periodic archiving and backup of computer data, guaranteeing the security and integrity of financial information;
- Rigorous application of general accounting principles and the rules for the valuation and inventory of assets;
- Working with executive management and fulfilling additional responsibilities delegated by the CFO and the CEO, in compliance with the applicable legal framework.

Institutul de Cercetări în Transporturi - INCERTRANS SA - Romania, Bucharest  
 President - Board of Directors  
 (31/10/2020 - 30/09/2022)

Ministry of Education - Romania, Bucharest  
 Advisor - Office of the Secretary of State  
 (31/10/2020 - 30/04/2021)

- Formulating and presenting well-reasoned opinions and analyses on assigned issues, in order to inform decision-making;
- Ensuring a coherent and effective flow of information through systematic collaboration with departments within the ministry's organisational structure, with the aim of adopting swift and legally sound decisions;
- Monitoring and ensuring the quality of documents drafted by structural units, in compliance with legislative drafting standards and applicable internal procedures.

Ministry of Education and Research - Romania, Bucharest  
 Advisor to the Minister  
 (30/09/2019 - 30/11/2020)

- Formulating and presenting well-reasoned opinions and analyses on assigned issues, in order to coordinate and resolve them effectively;
- Analysing and verifying the legality, efficiency, and appropriateness of activities carried out within the office, in accordance with the applicable regulatory framework;
- Ensuring a coherent and effective flow of information through systematic collaboration with departments within the ministry's organisational structure, in order to support sound, fast, and effective decision-making;
- Monitoring and ensuring the quality of documents prepared by structural units and submitted to the ministry's leadership, in compliance with legislative drafting standards and applicable internal procedures.

Asociația de Dezvoltare Intercomunitară TERMOENERGETICA București - Ilfov - Romania, Bucharest  
 Expert - Monitoring  
 (30/04/2019-31/10/2019)

- Monitoring and overseeing compliance with the obligations and responsibilities assumed by operators under public service contracts;

- Drafting service regulations, specifications, service provision contracts, and other local regulations pertaining to the production, transmission, distribution, and supply of thermal energy;
- Monitoring the production, transmission, and distribution of thermal energy based on criteria of competitiveness and economic and managerial efficiency;
- Performing duties in the field of occupational health and safety;
- Performing duties in the field of fire prevention and firefighting.

TRANSELECTRICA SA / Executive - Romania, Bucharest  
 Expert Advisor - Critical Infrastructure Department  
 (31/10/2018 - 30/04/2019)

- Ensuring the security and integrity of TEL facilities;
- Ensuring compliance with legal obligations regarding emergency management (fire safety and civil protection);
- Fulfilling, implementing, monitoring, and verifying compliance with national and European legislation regarding the protection of critical national and European infrastructure (ICN/ICE) within the scope of transmission system operator activities, to ensure the protection of ICN/ICE facilities operated by the company;
- Carrying out operational procedures for the procurement of products, works, and services related to critical infrastructure, asset security, and emergency response;
- Preparing opinions on compliance with technical regulations regarding critical infrastructure protection as set forth in the company's internal documents (procedures, instructions, specifications, etc.);
- Serving as the technical liaison in relations with suppliers, consulting firms, and regulatory bodies;
- Fulfilling responsibilities in the field of emergency management - fire safety and civil protection;
- Fulfilling any other obligations and measures established by the competent authorities and the institution's management.

TRANSELECTRICA SA / Transport Branch - Romania, Bucharest  
 Expert Advisor SMSU  
 (31/08/2017 -30/11/2018)

- Collecting, processing, storing, studying, and analysing data and information related to civil protection;
- Organising evacuations in the event of an emergency;
- Training and preparing staff assigned to civil protection duties;
- Maintaining in working order the alarm transmission systems, shelters, and technical equipment intended for sheltering or emergency response;
- Managing databases resulting from the implementation of various IT applications;
- Fulfilling any other obligations and measures established by the competent authorities and the institution's management.

FANATIKMEDIA - Romania, Bucharest  
Contributing Editor / Sports Journalist  
(31/07/2013-30/09/2017)

- Producing news stories, reports, and interviews for various programs and on major events;
- Developing analyses and discussions with sports figures on current issues and topics;
- Proposing daily topics, coordinating filming, and editing news segments based on the day's main themes;
- Writing articles about events deemed relevant and impactful for the Romanian public, in accordance with the standards and rules established by the publication;
- Conducting research and selecting information to prepare journalistic materials;
- Building and maintaining a network of contacts to ensure a steady flow of information;
- Complying with applicable regulations and ethical principles regarding information gathering and working with sources.

PROSPORT - Romania  
Editor  
(30/04/2009 -31/08/2013)

- Tracking and monitoring sports news, with a focus on domestic soccer;
- Monitoring sports news published in the media;
- Writing editorials, reports, and commentaries based on sporting events;
- Writing full-length articles for the newspaper's daily edition;
- Serving as the publication's special correspondent for sporting events taking place abroad;
- Writing articles about events deemed relevant and impactful for the Romanian public, in accordance with the standards and rules established by the publication;
- Complying with applicable regulations and ethical principles regarding information gathering and working with sources.

GAZETA SPORTURILOR - Romania, Bucharest  
Editor  
(31/12/2005- 31/05/2009)

- Tracking and monitoring sports news, with a focus on domestic soccer;
- Monitoring sports news published in the media;
- Writing editorials, reports, and commentaries based on sporting events;
- Writing full-length articles for the newspaper's daily edition;
- Serving as the publication's special correspondent for sporting events taking place abroad;
- Complying with applicable regulations and ethical principles regarding information gathering and working with sources.

## **EDUCATION & TRAINING**

Master's Degree - National Security Information Management  
Mihai Viteazul Intelligence Academy (04/10/2018 – 16/09/2020)  
City: Bucharest | Country: Romania

Data Protection Officer  
ATC&IT Solutions (15/10/2019-17/10/2019)  
City: Bucharest | Country: Romania  
GDPR Course

Civil Protection Inspector  
CNPPMSU (26/08/2018 - 20/09/2018)  
City: Ciolpani | Country: Romania

Reporter  
MediaPRO (08/08/2010)  
City: Bucharest | Country: Romania

Bachelor's Degree - Economist  
Artifex University, Faculty of Marketing (09/2004 - 07/2008)  
City: Bucharest | Country: Romania

Electronics Technician  
Edmond Nicolau Technical College - Electronics and Automation (08/2000 - 06/2004)  
City: Bucharest | Country: Romania

## **LANGUAGE SKILLS**

Mother tongue(s): Romanian

English

LISTENING: B1 READING: B1 WRITING: B1

SPOKEN PRODUCTION: B1

SPOKEN INTERACTION: B1

## **SKILLS**

Proficiency in communication software (email, Messenger, Skype) | Microsoft Office (Excel, PowerPoint, Word)

- Intermediate level 1 - Experienced user in data processing and computer-based communication

## **DRIVING LICENCE**

Driving licence: A

Driving licence: B

## **JOB-RELATED SKILLS**

### **Skills acquired on the job**

- Effective management of priorities and deadlines in a dynamic environment with multiple concurrent responsibilities.
- Ability to analyse and solve complex problems with a focus on results and continuous improvement.
- Ability to adapt quickly to organisational, technological, or procedural changes.

## **COMMUNICATION AND INTERPERSONAL SKILLS**

### **Communication and Interpersonal Skills**

- Strong verbal and written communication skills, developed through ongoing collaboration with multidisciplinary teams and interaction with clients or business partners.
- Ability to negotiate and resolve conflicts, with a focus on finding constructive solutions and maintaining a positive work environment.
- Teamwork skills and a collaborative spirit, demonstrated through active involvement in joint projects and supporting colleagues in achieving their goals.
- Ability to adapt communication based on the audience and context.

## **ORGANISATIONAL SKILLS**

### **Organisational Skills**

- Ability to efficiently plan and organise own activities and those of the team, while meeting deadlines and achieving established goals.
- Experience in simultaneously managing multiple projects, prioritising tasks based on importance and urgency.
- Ability to coordinate human and material resources to achieve organisational objectives.
- Ability to anticipate risks and implement preventive measures to ensure the smooth running of activities.
- Focus on efficiency and the optimisation of work processes, with proposals for improving existing workflows.