

PERSONAL INFORMATION

Bogdan Cristian VOICU



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Sex Male | Date of birth 13 Dec 1970 | Nationality Romanian

PERSONAL STATEMENT

Coming together is a beginning; keeping together is progress; working together is success.(Henry Ford)

WORK EXPERIENCE

6 Apr 2015–Present

Project Manager - Chief PMO

Genesis FM (former WFMC - West Facility Management Company), Bucharest (Romania)

Project Management Office development, coordination and organization.

Coordination of technical team and integration of technical staff in PMO.

PMO documentation and procedures implementation.

Time, cost and quality management of PMO team.

Budget and cost control.

General Manager/Administrator for Genesis Development SA - construction company of group. Responsible with all developments of our company. Payments, cash flow, team coordination.

1 Apr 2013–6 Apr 2015

Project Manager

SC ANCONI CONSTRUCT SRL, Bucharest (Romania)

Project Management for MEP works:

- supervise on site work;
- budget and subcontractors coordination;
- monthly reports for client (work situations, time and schedule followup)
- contracting subcontractors depending on necessary work on site;
- payment orders;
- technical solutions for implementation of the project on site.

Main projects: Farmexim (offices and production facilities), Auchan (Dr.Taberei shopping Centre and offices)

3 Mar 2003–1 Mar 2013

Project Manager, Certified Site Inspector and Manager of Computing services department

INTERIO Contractor SRL, Bucharest (Romania)

Engineer - consultant with contract part time from 2003 to 2006

Full Time starting with 2006

Engineering: heating problems and solutions, sanitary and electrical installations, acquisitions, site supervising, Project Manager, Certified Site Inspector (Residential Installations, domain 8.1, 8.2, Auth. No. 00021358/11.05.2011 - obtained in 2010), budget for projects, offer for clients, negotiation with suppliers, verify subcontractors work situations, purchase orders, quality assurance, time management, cost management, execution follow-up, change management.

IT Administrator: Project Manager, network administrator, systems management, computer maintenance, OS repair and maintenance, licenses acquisitions, program (ERP) integrator, implementation and training of users.

I have worked at several projects as consultant for HVAC, electrical and sanitary systems. My main responsibility was to coordinate subcontractors and teams to deliver and finalize their work according to the specifications and project, in time, cost and quality requested by client.

Training: on the job training for computer users, implementation of ERP software, training and implementation of working procedures.

20 Dec 2000–15 Oct 2017

Owner, Project Manager, Site Inspector

BC CONSULTANT MILENIUM SRL - company closed, Bucharest (Romania)

Owner. This company was created to be able to offer the services below, contract based with my own company.

- Consultant for IT, energy and construction field, site supervising – contract based
- Technical Consultancy – contract based
- MEP consultancy, budget, subcontractors supervisor, acquisitions - contract based
- Project manager - contract based- Certified Site Inspector (domains 8.1, 8.2, Auth. No. 00021358/11.05.2011) - contract based- Training: adult learning, specialized training, implementation and on job training - contract based

1 Dec 2001–28 Feb 2002

UNFCCC independent consultant

UNFCCC, Bonn (Germany)

Independent consultant for support of the establishment and/or updating of its databases related to the development and transfer of technologies conducive to mitigating and adapting to climate change.

Key tasks of the consultancy: to update and enhance the database of mitigation technologies, including the updating of the inventory of technology cooperation projects.

Sep 1998–Jun 2006

Technical Coordinator

SPORT TV MANAGEMENT SRL, Bucharest (Romania)

Sport TV Management - Romanian EUROSPORT TV Channel Version

09.1998 - 2000: part time - technician

02.2000 – 2004: employed - technical coordinator

2004 - 2006: contract based Head of Technical Department – Romanian Eurosport TV Channel version

Key activities:

- Coordination of technical team - 3 persons;
- Audio quality parameters, Team management, time management, TV station setup, communication with foreign technical partners;
- Training of technical team, implementation of new equipment, on the job training for using new equipment and training for new technicians.

Sep 1996–Feb 2000

Design Engineer

ISPE SA - Institute for Power Studies and Design, Bucharest (Romania)

- Management of Energy Systems
- Increase of the Efficiency in Heat and Electricity Production Sector;
- Technology in the Electric Sector to meet the Environment Requirement;
- Implementation of Energy System Computer Tools (ENPEP, MAED);
- Energy System forecasts;

- Development of Energy System Policies;
- Renewable energy and implementation of renewable energy.

EDUCATION AND TRAINING

10 Oct 2017–10 Oct 2017	<p>PMO - Certified Practitioner</p> <p>PMO Global Alliance, Bucharest (Romania)</p> <p>Completed the course and the requirements to be recognized by PMO Global Alliance as a Certified Practitioner on the PMO VALUE RING Methodology</p> <p style="text-align: right; color: blue;">Related document(s): Error! Reference source not found.</p>
20 Mar 2012–20 Mar 2012	<p>PMP PMP</p> <p>PMI - Project Management Institute, 14 Campus Boulevard Newtown Square, PA 19073-3299 USA (United States)</p> <p>Project Management Methodology - PMI, Cost, Quality, Time Management, Communication Plan, Acquisition Plan</p>
2 Feb 2012–18 Feb 2012	<p>Certified Vocational Trainer Trainer of trainers</p> <p>CNFPA, Bucharest (Romania)</p> <p>Communication, adult learning, team working, workshop organizing, presentation, public speaking, role playing, learning methods.</p>
1 Feb 2011–15 Jul 2011	<p>Certified Project Manager Project Manager</p> <p>EXEC EDU + CNFPA, Bucharest (Romania)</p> <p>Project management, time management, quality, cost control, communication, planning, PMI methodology, acquisitions, code of ethics, deliverable, metrics.</p>
30 Sep 1996–30 Jul 1997	<p>Master for Management of Energy Systems Higher education/University Master</p> <p>"Politehnica" University of Bucharest, Bucharest (Romania)</p> <p>Energy Systems, Management, Energy Systems Development</p>
9 Sep 1991–15 Jul 1996	<p>Engineer - Diplomat Thermal Power Plant Engineer Engineer</p> <p>University "Politehnica" of Bucharest ROMANIA, Bucharest (Romania)</p> <p>Thermodynamics, Hydraulics, Thermal Power Plants, Hydro Power Plants, Steam Generators, Steam Engines, Energy and Mass Transfer, Heating, Energy Systems, Energy Production Systems, Renewable Energy, Electromechanics, Electronic, Electricity</p>

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1

French	B1	B1	A2	A2	B1
German	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills I have good communication skills with main stakeholders and sponsor of the project achieved during my experience as Project Manager.
Also I have a good experience in communication with teams, partners and subcontractors as site inspector and IT administrator.
As an Certified Vocational Trainer I can make training programs and I am also used with public speaking.

Organisational / managerial skills As a Project manager I have worked well with teams and subcontractors. Also in some volunteering programs where I am involved I was responsible to organize meetings and conferences.
During my job as Technical Manager at Eurosport Romania I was responsible for a team of 3 persons. I can coordinate one team or more than one team at the same time.
During my work experience with Anconi I was responsible for a team of more than 100 persons (subcontractors and employees).

Job-related skills

- Project management - good knowledges, methods, PMP certified, Project management for industrial, non-residential and residential projects on HVAC, Electrical and Sanitary specialties
- Technical consultant & trainer, consultancy in various fields
- ISC (Romanian State Inspectorate in Construction) – Certified Site Inspector for MEP since Oct. 2010
- IT systems - installation, manage, maintenance;
- IT programs: implementations, configuration, development;
- AV systems - installation, manage, maintenance;
- MEP consultant - efficiency, cost-benefit, installation;
- Payments, approvals, reports, post-construction follow-up, warranty supervisions, acquisitions, sales-Assistance in tendering procedures for tender dossier to contracting.
- Experience in implementation of technical solutions for civil and industrial constructions;
- Managing projects: budget, time schedule and resources allocation; follow up the project status; correspondence and communication.
- Management of Energy Systems
- Increase of the Efficiency in Heat and Electricity Production Sector;
- Technology in the Electric Sector to meet the Environment Requirement;
- Experience in Economic Efficiency of Electric Power

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

WINDOWS – all OS, MS OFFICE (Word, Excel, Power Point, Outlook, Access, etc)
- MS Project
- AutoCAD medium level (grade 4 on 5 points scale)
- Microsoft Visio;

- Networking, LAN/WAN knowledge, router setting and managing, firewall managing;
- Internet skills: use of search engines, all kind of browsers like IE, Mozilla, Netscape, Opera, etc;
- Web Design: Macromedia, FrontPage, Java, Corel, Photoshop;
- Energy Computer and Model Tools: ENPEP, DECADES;- Windows repair, installing and managing, virus removal;- Computer maintenance.

Other skills I am Founder Member of ClubFORD Romania Non Profit Association, I have good experience working in Non Profit or volunteer based organizations and I am involved as a volunteer in charity activities for abandoned children's.

ADDITIONAL INFORMATION

Memberships Member of PMI and PMI Romania Chapter since 2011
Vicepresident for membership and recruitment - board member of PMI Romania Chapter 2012 - 2015

Driving licence Clean driving licence Cat B since 1994 and Cat A since 2012