

Curriculum vitae

Personal information

First Name, Surname **Carmen Manaila**
Adress Bd.Unirii, Bl.8B, Et.6, Ap,14, Buzau, Romania
Phone 0743.268548
E-mai carmen.manaila@livingjumbo.ro
Nationality Romanian
Date of birth 24 June 1967
Gender Female

Professional experience

Period	2014 – 2017 (present)
Occupation or position held	General Manager
Main activities and responsibilities	Organizing and coordinating of company activity, of subordinated departments. Legal representative in relation with external (authorities, collaborating companies, etc.) and internal (employees) environment
Name and adress of employer	SC LIVINGJUMBO INDUSTRY SA Buzau (www.livingjumbo.ro)
Type of business or sector	Manufacture of plastic packaging - flexible containers made of PP for bulk materials packaging; plastic sheet-trays (PET) and multilayer barrier films for food products packaging
Period	2005 – 2014
Occupation or position held	General Manager
Main activities and responsibilities	Organizing and coordinating of company activity, of subordinated departments. Legal representative in relation with external (authorities, collaborating companies, etc.) and internal (employees) environment
Name and adress of employer	SC VERTIGO-SOLUTIONS SRL (ex ZENTYSS SRL, ex.STYROSPAN SRL) Bucharest
Type of business or sector	Manufacture of plastic panels, made of polystyrene, used for thermic insulation of buildings (for walls, basements, roofs).
Period	2003-2005
Occupation or position held	Deputy Marketing Manager
Main activities and respinsabilities	Coordinating of department for researching, planning, marketing, contracting, selling activities in domain of EPS trays (packaging of food products), introducing on the market this new product.
Name and adress of employer	SC ROMCARBON SA Buzau
Type of business and sector	Manufacture of plastic polyethylene films/foils/ bags, EPS trays, PVC tubes, car filters, protective masks and cartridges
Period	1991 -2001 / 2001-2003
Occupation or position held	Economist / Chief of Import-Export Department
Main activities and respinsabilities	From 2003 - Coordinating of import and export activity of company, assuring reseach of market, contracting, deliveries, document filling, assuring the efficiency and legality of operations
Name and adress of employer	SC ROMCARBON SA Buzau
Type of business and sector	Manufacture of plastic polyethylene films/foils/ bags, EPS trays, PVC tubes, car filters, protective masks and cartridges

Education and training

Period 1986 - 1991
 Title of qualification awarded Economist
 Principal subject/ occupational skills covered Commerce
 Name and type of organisation providing education Academy of Economic Studies, Bucharest, Romania

Personal skills and competences

Maternal language Romanian

Other languages

Self- assesment

Nivel european ()*

English

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Experimented user	C2	Experimented user	C2	Experimented user	C2	Experimented user	C2	Experimented user
B1	Independent user	B1	Independent user	A2	Basic user	A2	Basic user	A2	Basic user

(*) *Common European Framework of References for Languages*

Social skills and competences Communication skills, good interaction with different kind of persons, team spirit

Organizational skills and competences Capability to implement and develop strategies. Leadership and negotiation skills. Abilities in solve problems. Experience in organizing and coordinating.

Technical skills and competences Negotiation skills and Time management skills (courses organised by specialists)

Computer skills and competences Advanced user Microsoft Office (Word, Excel, PowerPoint)
 Advanced user e-mail client and internet
 Elementary knowledge ERP application (SAP, Atlantis)