



## Europass Curriculum Vitae

### Personal information

First name(s) / Surname(s) **BOGDAN EMANUEL HERA**

Address(es) Romania

Nationality Romanian

Date of birth

Phone

Email Male

Gender

### Occupational field

Dates August 2020 - present

Occupation or position held Import-Export Manager

Main activities and responsibilities

- Coordinate the company's and subsidiaries' export/import activity
- Prepare, negotiate and conclude export/import contracts for the company's products
- Prepare the documentation and obtain legal approval for international tenders
- Summarize and report the status of the export/import activities to the authorized institutions
- Perform export/import activities as per legal requirements

NATIONAL COMPANY ROMARM – 5B Timisoara Boulevard, District 6, Bucharest, Romania

Name and address of employer

Defence Industry

Type of business or sector

Dates July 2017 – August 2020

Occupation or position held Marketing Manager

Main activities and responsibilities

- Ensure the short, medium- and long-term implementation of the company's marketing plans
- Coordinate company's subsidiaries in their business development and marketing activities
- Represent the company in relation to the clients, the public authorities on its segment of activity
- Participate in working groups for complex projects – transfer of technology & know-how projects, EU Commission calls (EDIDP-M-mUGS 2019)
- Manage the budget in accordance with the applicable internal procedures
- Establish long-term collaboration relationships with partners, clients and beneficiaries
- Design and execute the marketing procedures and activities

NATIONAL COMPANY ROMARM – 5B Timisoara Boulevard, District 6, Bucharest,

Name and address of employer

Romania Defence Industry

Type of business or sector

Dates July 2012 – July 2017

Occupation or position held Marketing Specialist

Main activities and responsibilities

- Market research and analysis
- Draft and Coordinate Marketing and Business Development Plans
- Organise and represent the company during national and international activities (seminars, conferences, exhibitions)
- Prepare commercial offers for foreign partners
- Accommodate foreign commissions during on-site visits
- Web site management
- Design the company's presentation catalogue
- Develop and purchase of promotional materials (leaflets, prospects, mock-ups)

NATIONAL COMPANY ROMARM – 5B Timisoara Boulevard, District 6, Bucharest,

Name and address of employer

Romania Defence Industry

Type of business or sector

Dates	May 2006 – July 2012
Occupation or position held	International Relations Agent
Main activities and responsibilities	<ul style="list-style-type: none"> <li>– Negotiate and update acquisition and transportation contracts</li> <li>– Represent foreign partners throughout Romanian territory</li> <li>– Constant search for new providers and market opportunities</li> <li>– Organize and supervise transport of goods from provider to the warehouse/unloading place</li> <li>– Keep accurate stock evidence</li> <li>– Permanent documentation and actualization of performed activity</li> <li>– Time effective communication and reporting</li> </ul>
Name and address of employer	SC Marex HBC Control SRL – Constanta Seaport, Romania
Type of business or sector	Shipping Agency

### Education and training

Dates	2012 – 2014
Title of qualification awarded	Master's Degree in Investments' Management and Evaluation
Principal subjects/occupational skills covered	International Financial Markets, International Business Environment, Project Management, Corporate Finances
Name and type of organisation providing education and training	Faculty of Management, Bucharest University of Economic Studies
Level in national or international classification	Master's Degree
Dates	2003 – 2007
Title of qualification awarded	Economist Degree
Principal subjects/occupational skills covered	Accounting, Statistics, International Relations
Name and type of organisation providing education and training	Faculty of Business Administration (with English teaching), Bucharest University of Economic Studies
Level in national or international classification	Economist Degree
Dates	2016
Title of qualification awarded	Inbound Methodology Certification
Principal subjects/occupational skills covered	Inbound Marketing
Name and type of organisation providing education and training	HubSpot Academy
Dates	2015
Title of qualification awarded	Google Analytics Certification
Principal subjects/occupational skills covered	AdWords Fundamentals, Digital Analytics Fundamentals, Google Analytics Platforms Principles, Ecommerce Analytics: From Data to Decision
Dates	2013
Title of qualification awarded	Sworn Translator and Interpreter Certificate
Principal subjects/occupational skills covered	English Language
Name and type of organisation providing education and training	Romanian Ministry of Justice

## Personal skills and competences

Mother tongue **Romanian**

Other languages

Self-assessment

*European level*

**English**

**French**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User
C1	Proficient User	C1	Proficient User	B2	Independent User	B2	Independent User	B1	Independent

Computer skills and competences

Advanced skills in executing complex operations, formatting, and tables in word processing applications, creating statements and complex graphs/charts, and use complex functions like macros and VLOOKUP in spreadsheets. Frequent user of photo editing and publishing and typesetting software