

# Curriculum Vitae Paul-George Costea



## Personal information

Address 128, Republicii street, 415500, Salonta, Romania  
Telephones 004 0359 443045 Mobile: 004 0765 129426, 004 0756 921778  
E-mail costeapaulgeorge@yahoo.com  
Nationality Romanian  
Date of birth 29.11.1972  
Marital status Married, no children yet

## Desired employment / Occupational field

### Commercial Manager

## Work experience

Dates 15.10.2002 – 05.01.2007  
Occupation or position held International Expedition Agent  
Main activities and responsibilities Established custom duties for imported goods. Made Computer programs that were accepted for printing Invoices and Custom Duties Declaration. Increased number of customers from 3 customers a day to 50 customers a day in 4 years. Known as best employed in Romtrans Salonta.  
Name and address of employer Romtrans SA, 100, Republicii Street, 415500, Salonta  
Type of business or sector International Expedition  
Dates 28.02.2001 – 01.01.2002  
Occupation or position held Sell Advisor  
Main activities and responsibilities Made operations in better order in warehouse concerning taking of commands and the distribution of goods, made Computer programs for wind screens administration, extended Company to 3 more places in the country where saw opportunities of development.  
Name and address of employer Gimarom Invest SRL, 128, Dorobantilor Street, Cluj-Napoca  
Type of business or sector Wind Screen Selling  
Dates 01.10.1999 – 28.02.2001  
Occupation or position held Commercial Manager  
Main activities and responsibilities Organized all activities in the Commercial section including external relationship of the Company, made Invoices, made all Computer Programs concerning commands of goods from customers and to providers, organized operations of import and distribution of goods.  
Name and address of employer Strada Auto 2000 SRL, 28, Republicii Street, 415500, Salonta  
Type of business or sector Automotive Spare Parts Selling  
Dates 15.05.1998 – 01.10.1999  
Occupation or position held Commercial Agent  
Main activities and responsibilities Made new clients in the country ( from 5 to more than 30 in one year ), kept relations with them, took commands and organized operations of import and distribution of goods, opened and managed the new shop in Cluj Napoca, made Computer Programs for keeping all kind of evidences in the company.  
Name and address of employer Unix Trade SRL, Salonta  
Type of business or sector Automotive Spare Parts Selling

## Education and training

Dates	2005 – 2009
Title of qualification awarded	Bachelor of Science of Economics
Principal subjects/occupational skills	Management, Marketing, Information Technology
Name and type of organisation	Vasile Goldis University, Arad
Dates	17.02.1997 – 18.05.1997
Title of qualification awarded	Computer Analyst Programmer Assistant Certificate
Principal subjects/occupational skills	Computer operation, Fox Pro programming language, MS Office, hardware
Name and type of organisation	Romanian Institute of Management, Oradea
Dates	1991 – 1993
Title of qualification awarded	Tourism specialization Diploma
Principal subjects/occupational skills	Management of Tourism relating activities
Name and type of organisation	Grupul Scolar Industrial, Salonta

## Personal skills and competences

Mother tongue

**Romanian**

Other language(s)

Self-assessment

European level (\*)

**English**

**French**

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

(\*) Common European Framework of Reference for Languages

Social skills and competences	Team spirit and good communication skills gained through my work experience
Organisational skills and competences	Experince in projects, team management and leadership
Technical skills and competences	Good competence in automotive spare parts, in the technology of cars
Computer skills and competences	medium-advanced level of competences in Computers, including: Computer operation, MS Office (Excel, Word, Powerpoint, and so on), installation of Windows based operating systems and all other programs, configurations, Internet, networking, Computer programming (Fox Pro, Clipper), databases, web design, hardware
Other skills and competences	Hobbies: Books reading, sport
Driving licence	I am a holder of a Romanian driving licence. Categories B, C, D, E vehicles.

## Additional information

References available upon request