

MADALINA PUNI



Address: 8F Dimitrie Cantemir Street, Bucharest
Phone: 0723.165.519
E-mail: punisor@yahoo.com

OBJECTIVE

Create and deliver state-of-the art services to deserving clients who strive to provide superior customer-centric products and services. Manage, promote and grow up my businesses along the way.

WORK EXPERIENCE

Company: Inovatia

Field: promotional objects

Owner 2001- 2009 - present

Responsibilities:

- Managed the company
- Overseen the financial performance of the company
- Managed clients and projects
- Worked with selected suppliers to ensure perfect execution
- Grew relationship and pursued new business opportunities
- Networked with industry representatives and potential clients
- Promoted Inovatia
- Managed the advertising campaigns and events for Ewo Pharm, Bayer, Sodex, etc.

Company: Agency:Wiz

Field: Integrated Advertising Agency – traditional & digital

Co-owner 2009 - present

Responsibilities:

- Built the business plan
- Managed the company
- Overseen the financial projections
- Developed new business opportunities
- Networked with industry representatives and potential clients

Company: Simply Concierge

Field: personal & VA services for individuals and corporations

Co-owner 2009 - present

Responsibilities:

- Built the business plan

- Managed the company
- Overseen the financial projections
- Developed new business opportunities
- Networked with industry representatives and potential clients

Company: Multigrafica Services

Field: advertising printing

Key Account 1999- 2001

Responsibilities:

- Developed strong relationships with assigned clients
- Pursued new business opportunities
- Managed complex projects

EDUCATION

Studies:

1999- BS in Energy, Politehnica University

2005 – BS in Marketing, ASE

ABILITIES

Creative, resourceful, flexible, ethical, team player and customer oriented.
Excellent interpersonal and analytical skills.

PC Skills:

Office Suite: Word, Excel, Power Point, Outlook, Access

Foreign Languages(writing/speaking/reading):

English (good / good / good)