

CURRICULUM VITAE

PERSONAL INFORMATION

Name **CALIȚOIU ELENA**

Nationality **Romanian**

Date of birth **30.03.1963**

Employer/Field of activity **S.I.F. Oltenia S.A. / Director of Placements and Risk Management Unit**

WORK EXPERIENCE

Dates **March 1 2006 - to date**

Occupation or position held **Director**

Main activities and responsibilities

- coordinating the organization and supervision of the office activity: Reporting to N.S.C. and B.S.E., Risk Management and Investment Analysis, Portfolio Valuation, Public Relations;
- elaboration of studies and analysis of investment opportunities and placement of cash availability;
- Developing studies on optimal risk management; calculating the net asset value of S.I.F. OLTENIA S.A.;
- The optimal running of the company communication policy: the participation, together with the representatives of the involved institutions in the elaboration of regulations on the functioning of the capital market;

Name and address of employer **S.I.F. Oltenia S.A., Str. Tufănele nr. 1**

Type of business or sector **Other types of financial intermediation; financial investment company**

Dates **August 1st 2001 - March 1st 2006**

Occupation or position held **Head of the Placement Department**

Main activities and responsibilities

- elaboration of studies and analysis of investment opportunities and placement of cash availability;
- initiating contacts for finding profitable and profitable investments;
- presentation of business opportunity reports;
- analyzing the offers received from Romanian or foreign investors for participation in the establishment of commercial companies;

Name and address of employer **S.I.F. Oltenia S.A. Str. Tufănele nr. 1**

Type of business or sector **Other types of financial intermediation; financial investment company**

Dates **August 1st 1999 - August 1st 2001**

Occupation or position held **Head of the Placement Department**

Main activities and responsibilities

- Preparation of financial accounting reports and analyzes

Name and address of employer	S.I.F. Oltenia S.A., Str. Tufănele nr. 1
Type of business or sector	Other types of financial intermediation; financial investment company
Dates	May 1993- August 1st 1999
Occupation or position held	Consultant
Name and address of employer	S.I.F. Oltenia S.A. (Fondul Proprietății Private Oltenia) Str. Tufănele nr. 1
Type of business or sector	Other types of financial intermediation; financial investment company
Dates	1989 - 1993
Occupation or position held	Design engineer
Name and address of employer	Întreprinderea de Mașini Agricole și Tractoare Craiova (The Agricultural and Tractor Company from Craiova), Bld. Decebal, Nr.111
Type of business or sector	Manufacture of machinery and equipment for agriculture and logging
Dates	1986 - 1989
Occupation or position held	Probationary engineer
Name and address of employer	Întreprinderea de Mecanică Fină Sinaia (the Fine Mechanical Company from Sinaia), B-dul Republicii, nr. 41-43
Type of business or sector	Manufacture of parts and accessories for vehicles and vehicle engines
EDUCATION AND TRAINING	
Dates	2005
Title or qualification awarded	Graduate Certificate issued by the Financial Training Center „Millenium”
Name and type of organization providing education and training	Training course organized by the Financial Training Center „Millenium”
Main areas studied / competencies acquired	Risk Management through derivative financial instruments
Dates	2004
Title or qualification awarded	Graduate certificate issued by the S2R France Training Institute
Principal subjects/ occupational skills covered	Private Pension Funds

Name and type of organization providing education and training	Course organized by the Center for Financial Training „Millenium” - in collaboration with the Vocational Training Institute S2R France
Dates	2004
Title or qualification awarded	Certificate of Graduation Issued by the Financial Training Center „Millenium”
Principal subjects/ occupational skills covered	Investment Consultant
Name and type of organization providing education and training	Course organized by the <i>Financial Training Center “Millenium”</i> with the approval of the National Securities Commission
Level in the national/international classification	
Dates	1995
Title or qualification awarded	Course on the Functioning of the Capital and Monetary Market
Principal subjects/ occupational skills covered	
Name and type of organization providing education and training	Training Program organized by CFPB Paris (Training Center for Banking Profession)
Dates	1994
Title or qualification awarded	Enterprise Evaluation, Privatization, Restructuring Enterprises
Name and type of organization providing education and training	Course organized by the German Foreign Ministry in collaboration with Roland Berger Strategy Consultants Company
Dates	1981 - 1986
Title or qualification awarded	Engineer diploma
Name and type of organization providing education and training	University of Craiova, the Faculty of Mechanics, Specialization: Machine Building Technology

Foreign languages

Mother tongue(s)

Self-evaluation

European Level ()*

Understanding		Speaking		Writing
Listening	Reading skills	Conversation	Oral speech	Writing

English
French

C1	C1	B1	B1	C1
C1	C1	B1	B1	C1

Computer skills MS Office (Word Excel PowerPoint), internet