



**Catalin LUNGU**

Address: București, ROMÂNIA

## PROFILE/DESCRIPTION

I am an efficient event organizer with a proven ability to work both independently and as part of a team. Throughout my professional career, I have learned to cope with all challenges and responsibilities, accumulated experience in multitasking, as well as meeting deadlines. I perform very well in a fast-paced work environment, with a commitment to providing high-level customer service and an excellent experience for visitors.

Currently, I want to continue my career and put my experience to good use in a role that offers me the opportunity to continue my personal and professional development.

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## SKILLS

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|-----------------------|---|
| - Event logistics     | - Event marketing                       |
| - Venue sourcing      | - Corporate hospitality                 |
| - Customer service    | - Project management                    |
| - Delivery management | - Negotiation                           |
| - Budget management   | - Time management                       |
| - Teamwork            | - Travel and accommodation organization |

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## PROFESSIONAL EXPERIENCE

### **Personal Advisor to the Minister at the Ministry of Health**

*Decembrie 2021 – present*

#### **Main responsibilities:**

- Fulfilling the Minister of Health's orders
- Carrying out or participating, at the minister's discretion, in conducting studies, evaluations, drafting normative acts or synthesis papers related to the ministry's specific activity, within working groups in the ministry;
- Promptly informing the minister about exceptional events that occur in the ministry or its subordinate units;
- Collaborating with staff within the ministry and its subordinate units to complete daily tasks;
- Presenting the minister with correspondence received by the office and, where appropriate, preparing responses;

- Collaborating with specialized departments to formulate proposals regarding the obligations of the ministry and judicial authorities in relation to international organizations and other foreign authorities;
- Accompanying the minister on delegations at his request, and attending working meetings, carrying out the tasks that arise during these meetings;

**Other responsibilities:**

- Member of the Board of Directors of the Emergency Hospital for Children "Grigore Alexandrescu" Bucharest from April 2023 until present
- Member of the Board of Directors of the National Institute of Recovery, Physical Medicine, and Balneoclimatology Bucharest from May 2023 to August 2023.
- Member of the Board of Directors of the "Prof. Dr. George I.M Georgescu" Institute of Cardiovascular Diseases Iasi from March 2023 to August 2023
- Member of the Board of Directors of the "Marius Nasta" Institute of Pneumophthisiology Bucharest from June 2023 to February 2024;
- Member of the commission for proposing the allocation of the Ministry of Health's funds for investment expenses of public health units in the Ministry of Health's network and public hospitals in the network of Local Public Administration Authorities from January 2022 to present.

**Event Organizer/Travel Agency Manager**  
Ella Traveland

Bucharest , RO  
January 2011 – present

*Achievements*

- Successfully organized the following events:
- National Internal Medicine Congress with 1500 guests - 2006 – 2021
- National Congress "Stress Congress" - Ana Aslan International Foundation 2021
- National Rheumatology Congress with 600 guests - 2010 – 2019
- National Plastic Surgery Congress with 250 guests -2012-2014
- Medical Conference with 600 guests - MBD 2006 – 2021
- SRMI Awards Gala Promoting and managing the operational activities of the agency

*Main responsibilities:*

- Team management and preparation for agency activity;
- Providing legal assistance to the company in front of any jurisdictional bodies;
- Providing legal advice services to other organizational structures within the company;
- Monitoring the appearance of normative acts and implementing the obligations that fall to the company;
- Developing strategies to reach and even exceed sales targets, including marketing and sales events;
- Supplying products and destinations to meet consumer requirements for personalized travel and sustainable tourism;

- Solving customer requests and organizing events while taking into account the satisfaction of expectations and the organizer's budget;

**Artistic Manager - part-time**  
Elite Art Club UNESCO

Bucharest RO  
*June 2008 – November 2021*

*Achievements*

- Contracting and organizing annual events by managing the entire logistics of the event Classic for leisure Sibiu, Proms of Delight;
- Contracting musicians/orchestra and concert hall for the event;

**Event Organizer**  
Ella Traveland

*Bucharest, RO*  
*December 2007 – December 2010*

*Achievements*

- Successfully coordinating a team of up to 14 members and approximately 25 collaborators during a 6-month event preparation project (event organized in Călimănești Căciulata in 2006-2021). The event had 1500 visitors/National Internal Medicine Congress.
- I contracted up to 10 entertainers for an event and worked with over 50 vendors for a single event.

*Responsibilities:*

- Organizing corporate events, including logistics and planning;
- Maintaining relationships with suppliers (reservation for accommodation, places, sound system, stage);
- Food and beverage administration/catering requirements and arrangements. Supervising food preparation, catering services, bar services, entertainment, and decorations.

**Travel Agent**  
**Ella Traveland**

**Bucharest, RO**  
*October 2005 – November 2007*

*Achievements*

- Operating a varied number of travel services such as insurance, flight bookings, car rentals, accommodations, and reservations.

*Responsibilities:*

- Operating/managing hotel reservations in booking programs (Hotelcon, GTA, Deltour, TUI Global);
- Completing all necessary travel documents (vouchers, plane tickets, travel insurance), as well as invoices, receipts, travel contracts;
- Operating flight reservations using the Amadeus reservation system.

**Personnel Transport Manager**  
**Ella Traveland**

**Bucharest, RO**  
***October 2005 – November 2007***

*Responsibilities:*

- Planning, organizing, and controlling the tourist transport activity within the company
- Monitoring the maintenance and operation of the car fleet
- Organizing transportation under the best conditions, respecting the quality and deadlines required by the company's standards

## **COURSES AND CERTIFICATIONS**

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<i>Amadeus Basic Reservation System Certification</i>	<i>2007</i>
<i>Responsibility for passenger transport</i> <i>Romanian Transport Authority</i>	<i>2007</i>
<i>Health, safety, and fire protection officer (Fire protection)</i>	<i>2007</i>
<i>Degree in hospital management</i>	<i>2023</i>

## **EDUCATION**

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<b>Universitatea Dimitrie Cantemir</b> <i>Master's degree in Business Law</i>	<b>București, RO</b> <i>2012</i>
<b>Universitatea Dimitrie Cantemir</b> <i>Bachelor's degree in Law</i>	<b>București, RO</b> <i>2010</i>
<b>Colegiul National "Spiru Haret"</b> <i>High school Bachelor degree</i>	<b>București, RO</b> <i>2003</i>

## **FOREIGN LANGUAGES**

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Advanced English	Spanish – Beginner	French –Beginner
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