

# TATIANA MEREUTA

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## KEY SKILLS

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- 18 years experience in sales and Business Development
- Experienced in business strategies development
- Experienced in Team Leading, Training, Development and Motivation
- Experienced in identifying needs, to find appropriate products and services, to achieve common and individual objectives.
- Oriented towards initiative and continuous education
- Excellent communication and presentation skills
- Result oriented
- Software: Microsoft Word, Microsoft Excel, Microsoft Power Point
- Multilingual: English, French, Romanian and Russian

## EMPLOYMENT HISTORY/WORK EXPERIENCE

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10/2017 – present

***Oriflame International, Chisinau, Moldova***  
**Country Manager**

- Responsible for the overall success of the business
- Develop and execute the company's business strategies
- Fulfill company's short-term and long-term objectives
- Prepare and implement comprehensive business plans to facilitate sales growth, and activities plan achievement
- Oversee the company's financial performance and investments

4/2010-10/2017  
(01/2003 – 10/2007)

***Oriflame International, Chisinau, Moldova***  
**Sales & Marketing Manager**

- Direct sales department including hiring, training, and managing staff
- Organize regular Business Development meeting with key partners (distributors) in order to set and reviewed sales goals, qualifications and events plan
- Act as a liaison between the Company and the key partners (distributors) for all issues and represent the team in discussions with senior management
- Manage product launches, sales programs and qualifications, coordinate and provide trainings and meetings for the key partners

5/2009-03/2010

***Ember Resources Inc. (Oil & Gas company)***  
**Calgary, Alberta, Canada**  
**Supervisor, Administration**

- Supervision of administration personnel
- Prepared of Board of Director meeting materials, agendas, meeting arrangements
- Administrated assistance to President & COO, CFO and Vice Presidents
- Benefits liaison, coordination and administration
- New employee hires and terminations and maintaining personnel files
- Event Planning for all corporate functions

04/2008-05/2009

***Cordero Energy Inc.(took over by Ember Resources in 08/2008)***  
**Calgary, Alberta, Canada**  
**Office assistant**

- Handled calls and promptly forwards them to appropriate person
- Provided administrative/secretarial support for the company such as assisting visitors, and resolving and referring a range of administrative problems and inquiries
- Handled all official company correspondence and other services
- Printing, maintenance, and other services

12/2007 – 4/2008

***The Hudson Bay Company, Christian Dior Cosmetics***

***Calgary, Alberta, Canada***

**Beauty Advisor**

- Identified customer needs and match with appropriate products or services
- Provided customer service, answer questions and explain details about skin care and make-up
- Managed customer inquiries, concerns, and complaints
- Recorded/reported daily sales
- Inventory control

06/2001 – 01/2003

***Efes Vitanta Moldova Brewery SA***

***Chisinau, Moldova***

**Marketing Coordinator**

- Provided necessary actions for maximizing sales in all stores and accomplish monthly sales plan constantly
- Calculated and transmitted weekly sales reports to headquarters
- Conducted monthly audit of product in all stores
- Acted as a liaison between the company and mass – media
- Provided necessary harmonization for press releases
- Provided supervision and organization for promotional occasions, samplings
- Provided supervision for all exhibitions and fairs
- Initiated and executed the company profile

**EDUCATION**

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09/2002 – 06/2005

***Academy of Economic Studies***

***Chisinau, Moldova***

Diploma of graduation, Major in Marketing

09/1989 – 06/1994

***State University of Moldova***

***Chisinau, Moldova***

**Department of Roman Germanic Philology**

Diploma of Philologist, Teacher

Major in French Language and Literature

**PROFESSIONAL DEVELOPMENT**

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Time Management – Ludmila Bogus, Kiev

Communication & Presentation Skills - AXA Management Consulting, Chisinau

Sales Skills – Jansen Capital Management, Kiev

Stress Management - SBC Communication School, Chisinau

Tough Negotiations – SBC Communication School, Chisinau

Training on DISC profile - Jansen Capital Management, Kiev

Master Business School Oriflame (1-year program for Managers)

Personal Branding – Elena Ganciucova, Chisinau

