



IONUT VASILESCU

PROJECT MANAGER

CONTACT

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EDUCATION

2012 - 2014
ROMANIAN-AMERICAN UNIVERSITY

- Master of Business Marketing

2008 - 2011
BUCHAREST UNIVERSITY OF ECONOMIC STUDIES

- Bachelor in Economics

TECHNICAL SKILLS

- Project Management Tools:
- Monday.com, Asana, Microsoft Planner
- CRM Systems:
- Salesforce
- ERP Systems:
- Dynamics 365 BC
- Data Analysis:
- Excel (pivot tables, VLOOKUP)
- Documentation Tools:
- Microsoft Office Suite, LucidChart

PROFILE

Purpose-driven professional with a proven ability to plan and execute projects that align with business goals and objectives. Successful background in leading cross-functional teams, streamlining processes, and ensuring projects are completed on schedule and within budget. Skilled in strategic planning, stakeholder management, process improvement and team leadership with 4 years of experience in leading complex projects and more than 20 successfully completed projects.

WORK EXPERIENCE

Chilli Ideas (Bucharest, Romania) IAN 2023 - FEB 2025
Project Manager

- Overall responsible for developing and executing strategic project plans in different organisational areas, ensuring alignment with company goals and objectives and progress tracking.
- Successfully planned and managed the completion of 4 high-impact projects (9+ months, \$100K+ budget) and 15 additional medium to minor projects (with budgets exceeding \$10K), consistently delivering on time and within budget.
- Devised tailored project planning with complete documentation including scope of work, detailed budget forecast, execution timeline, work breakdown structure, risk management plan or RACI chart.
- Managed project budgets, ensuring that resources are allocated effectively and costs are controlled.
- Developed mitigation strategies to minimize potential impact on company day-to-day operations.
- Communicated project progress and status to stakeholders, keeping them informed and engaged.
- Managed cross-functional teams, ensuring collaboration and coordination among different departments and with external beneficiaries.
- Negotiated contracts with vendors and suppliers, securing favorable terms and conditions.
- Prepared and presented project documentation to stakeholders, including status reports, risk assessments, and budget forecasts.
- Created detailed spreadsheets, diagrams, and process maps to effectively document and analyze project needs.

Chilli Ideas (Bucharest, Romania) JAN 2020 - DEC 2022
Operations Manager

- Oversaw 15 people from 3 departments such as Procurement, Logistics and IT, ensuring consistency across policies and procedures.
- Facilitated the development of operations processes, departmental policies and procedures in alignment with strategic business goals and drawing up tailored proposals for increased operational efficiency and reduced costs.
- Led the implementation of the two major digital systems (Salesforce CRM and Dynamics 365 BC ERP) that ensured a streamlined business workflow and overall improved visibility on day-to-day operations.
- Had a major contribution in the procurement strategy adopted by the company, leading the suppliers management strategy that reduced with 15% the annual cost of goods supplied.
- Devised a strategy to improve warehouse processes that reduced warehousing costs by 25%.
- Implemented performance evaluations, monitoring progress on performances and providing feedback for ongoing team development; managing poor performance.
- Monitored and managed the supply chain to ensure timely delivery of products and materials.
- Identified and evaluated potential suppliers based on quality, reliability, and cost-effectiveness, ensuring alignment with company standards and requirements.
- Implemented cost-saving strategies through collaborative efforts with suppliers, such as bulk purchasing, long-term contracts, and process improvements, resulting in reduced operational costs.

SOFT SKILLS

- Leadership
- Strategic Planning
- Problem-Solving
- Time Management
- Adaptability
- Collaboration
- Negotiation
- Conflict Resolution
- Communication
- Decision-Making:

LANGUAGES

- English (Fluent)
- French (Intermediate)
- Spanish (Basics)
- Romanian (Native)

CERTIFICATIONS

- Project Manager Professional (ANC Certification 2023)
- Trend Management Journey 2023
- Logistics Summer Camp 2021 Attendance Diploma
- HR Profiler Attendance Diploma 2021

ADD CONSULT (Bruxelles, Belgium) SEP 2017- SEP 2019 Operations Coordinator

- Played an important role in the implementation of an accounting client management system that increased tax declarations accuracy with 20% and reduced penalties caused by late submission with 25%.
- Effectively communicated with customers and suppliers to maintain exceptional customer service.
- Coordinated the clients monthly/quarterly/annual tax declarations submission.
- Managed relationships with clients to ensure satisfaction and improve retention rate.
- Liaise between customers and cross-functional teams to ensure smooth delivery of the company's services.
- Organize and maintain clear and accurate project documentation/procedures for reference purposes.

CB VLEESWAREN BVBA (Bruxelles, Belgium) IAN 2015- SEP 2017 Store Manager

- Oversaw the activity of 10 permanent and 25 temporary employees, assigning each one daily tasks and supervise overall activity in the store.
- Facilitated the goods importation process by managing the relationships in contact with the Belgian Customs Authority and submit necessary documentation.
- Sent weekly schedules to the Interim Recruitment Agency, register new workers, keeping track of the extra-hours and payroll.
- Organized the weekly invoices and execute the payments.
- Responsible for inventory levels and re-stock based on sales reports, achieving an increase in yearly sales by 25%.
- Managing the relationship with the controlling agencies and/or institutions such as AFSCA or Customs Authority ensuring legal and food safety compliance.
- Encode the personnel's working hours and sending them to the payroll via Netsalary software.

Dual Promo (Bucharest, Romania) SEP 2013 - JUN 2014 Account Manager

- Led sales process for portfolio of 20 assigned accounts and aquired 10 new accounts.
- Ensured attainment of revenue and associated targets for the assigned customers
- Planned and executed pre-sales, sales and post-sales process (prepare proposals, presentations, cost/benefit analysis etc.)
- Follow a disciplined approach to maintaining a pipeline for assigned accounts.
- Update data in CRM internal system.

Precision Media (Bucharest, Romania) SEP 2012 - SEP 2013 Junior Marketing Consultant

- 2B sales (approach HR departments of different companies) to propose advertising in a publication called Carrer's Guide, a product delivered in high schools and universities all over the country.
- A member of the team in charged with the development of the publication.
- I sold the product inside high schools and universities. (make the presentation and provide useful information to students.)
- I have organized educational workshops inside universities (workshop inside Politehnica University for senior students).