

Sorana Bobaru

Objective Perfecting abilities and skills that will help me become a highly experienced Training Practitioner with a comprehensive and strategic understanding of Human Resources Management.

Education

2005– 2008 Babes Bolyai University, Cluj-Napoca

- Profile **PSYCHOLOGY**,

2001- 2005 Lucian Blaga College, Sebeş-Alba

- Profile mathematics - informatics

Professional profile I have a large experience in working with people, in establishing contacts, managing resources and as team worker.

Experience

September 2008 – Dec 2008 **Enterprise Incubator AIESEC Poland**
Internship

- Developing, organizing and conducting training sessions for students from Wielskopolska area in Poland regarding entrepreneurship, cultural diversity and social responsibility

August 2008 – Sep 2008 **Adecco Human Resources**
Recruiter

- Assessing and guiding candidates
- Evaluating resumes and selecting candidates

September 2006 – Dec 2006 **Danis Consulting**
Internship

- Research and development of training materials for a Team-Building Program
- Research and development of materials for organizational diagnose and

interpreting results of questioners

Ian 2006 – December 2007 **Romanian Student Psychologist Association**
Human Resources Coordinator

HUMAN RESOURCE PLANNING:

- Assessing the organization's future staffing requirements over the short, medium and long-term.
- Liaising with the organization's board to determine its job description requirements.

RECRUITMENT & SELECTION:

- Interviewing candidates and checking references.
- Producing job descriptions and contracts of volunteers.
- Liaising with other departments in the organization over candidate selection/rejection.
- Cooperating with local organizations and colleges.

TRAINING & DEVELOPMENT:

- Developing effective training programs in conjunction with other departments in the organization.
- Organizing and conducting induction training sessions for all new volunteers.
- Appointing and monitoring external training organizations for specialist training courses.

VOLUNTEER SERVICES:

- Managing and maintaining volunteer records.
- Counseling staff as and when required.
- Organizing social activities as team-buildings, ice breaking games, and others

January 2006 **Trend Communication**
Field operator

- Interviewing persons within local researches.

1998–present **The Ecologist an Mountain Touring Association Albamont**
Volunteer

- **Assistant coordinator** –designing and coordinating the project “Children Local Council, a representative structure of youth in Sebes.
- **Project Coordinator** – coordinating 60 youth volunteers for a fundraising and elder assistance Christmas Event: “Elf’s Week”.
- **Project Coordinator** - leading 10 of my school colleagues to fundraise and renovate a small school in a remote area in Alba county
- **Project Coordinator** – running a campaign that aimed to involve young people in ecological actions and encourage volunteer work in our community
- **Volunteer** - Various outdoor projects, especially in rural area

Publications

- Article “Poverty and our involvement” in "Peace Journal" , PATRIR
- Translating the brochure "Volunteer’s Guide" from Romanian to English, Pro Vobis
- Articles in the local Newspaper “Youth Voice”

Trainings attended

- “*Project writing for Youth Councilors*”, Bucharest, organized by Center for Studies and Programs for Development, 2001;
- “*Fundraising for NGOs*”, Alba-Iulia, organized by The Ecologist an Mountain Touring Association Albamont, 2004;
- “*Strategic Planning*” organized by The Ecologist an Mountain Touring Association Albamont trough the Program Phare Access, 2005;
- “*Training of Trainers*” organized by Romanian Association for Students , Oct 2005 – may 2006;
- „*Summer School COGNOSIS* – „Personal Development” ,Sibiu, 23-29 July 2007
- “*Autumn School ERUDITIO*” – “Marketing and PR”, October 2007
- *Industrial and Organizational Psychology National Conference* 10-13th April 2008

Computer skills

- Certified in programming informatics
- Microsoft Office: Word, Excel, Power Point
- Internet

Foreign languages

- English – excellent
- Italian – beginner