

**EUROPEAN
CURRICULM VITAE**



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Nationality Romanian
Date of birth 22.11.1980

WORK EXPERIENCE

Dates (from- to) January 2005 till now- Bucharest
Name and address of employe **New Horizons Foudation**, www.new-horizons.ro, Str. Gheorghe Pop de Basesti nr 43-45, Sector 2, Bucuresti
Type of bussiness or sector Youth Work/Non-formal Education/ Service learning/ Training/ NGO Sector

Main activities and responsibilities **2008-IMPACT Program Director:** curriculum developer, resorses development, trainer for IMPACT local coaches, coordonation projects inside IMPACT program, consultancy, writing projects.

2005- 2008 IMPACT regional corodonator Director : Volunteers' recruitment and selection, opening 6 Youth Community Service Clubs based upon voluntary work which are located in Bucharest, Slobozia and Constanta, coordinating activities of 30 adult volunteers and 90 youngsters, consultancy on service projects implementation, designing training kits and manuals (on youth work, youth animation, writing service project proposals, project management), delivering periodical trainings for the volunteers (8 trainings), budgeting local service projects along with the volunteers, monitoring and evaluation of the Youth Community Service Clubs, writing monthly financial and narrative reports, implementing motivational and reward system for the volunteers, maintaing the communcation with the local partners (schools, NGO's and donors).

Dates(from-to) September 2006 till now - Bucharest
Name and address of employe **A.R.T. Fusion Association Romania-** www.artfusion.ro
Type of bussines or sector Non-formal Education/Participative arts/Youth Work/ Training/NGO Sector
Main activities and responsibilities

Project coordinators
Recruiting the local team of volunteers, coordinating the local team (40 people), holding trainings in Forum Theatre tehniques, facilitating rehearsals and meetings, coordinating PR and communication related activities, collaborating with the volunteers' coordinator for volunteers' needs assesment, organizing social theatre performances in clubs, working on measures of monitoring and evaluation, writing narrative reports, writing for publishing „Forum Theatre Tehniques - a method for social change” Manual.

Dates (from-to) February 2004 till January 2005 – Bucharest
Name and address of employe **Chance For Life Foundation Bucharest**, www.chanceforlife.ro
Type of bussiness or sector Participative arts education/ Social field/Volunteers based activities/NGO Sector

Main activities and responsibilities **Project Coordinator „Learning tolerance”**Recruiting the local team of volunteers, coordinating the local team (15 persons), holding trainings in Forum Theatre techniques, facilitating rehearsals and meetings with volunteers, collaborating with the PR and the volunteers' coordinator for volunteer's needs assesment, organizing social theatre performances in theatres, monitoring and evaluation of the activities, writing narrative reports, preserve the communication with the local partners. Taking part in Action 5 – trainings under the Youth Programme.

Dates (from-to)
Name and address of the
employee
Type of bussiness or sector
Main activities and
responsabilities

June 2003 till January 2004 – Lupeni, Hunedoara

New Horizons Foundation – www.noi-orizonturi.ro

Youth Work/Non-formal Education/ Service learning/ Training/ NGO Sector

Local Project Coordinator – Valea Jiului Region Coordinating 3 IMPACT Youth Service Clubs, coordinating activities of 10 adult Volunteers and employess and 45 youngsters, consultancy on service projects implementation, delivering trainings on youth work, youth animation, monitoring and evaluation of the Youth Community Service Clubs, writing monthly narrative reports, implementing motivational and reward system for the volunteers, maintaing the communication with the local partners (schools, NGO's and donors).
Summer period - Trainer and facilitator in Viata Adventure Education Programme: organizing teambuilding activities for benficiaries and for corporate groups.

Dates (from –to)	October 2001 till July 2002
Name and address of the employee	The Town Hall of Cluj-Napoca/Pro Democracy Association Cluj-Napoca through the „Interns in Public Institutions IV” Programme
Main activities and responsibilities	Communitary Relations and Mass Media Intern - Public relations related activities; briefing documents and correspondence, insuring logistic supplies, press conference related activities, organizing internal and external events.
<u>EDUCATION TRAINING</u>	
Dates(from-to)	October 2006- February 2008 Bucharest
Name and type of organisation providing education and training	University of Bucharest, The Faculty of Journalism Sciences of Communication
Principal subjects/occupational skills covered	Eliminati rindul daca este cazul (vezi instructiunile) Master Programme- Communication Campaigns Final paper: Social Campaign using Forum Theatre
Dates (from-to)	October 2004 - October 2005 Bucharest
Name and type of organization Providing education and training	University of Agronomics and Medicine - Bucharest
Principal subject skills covered	Master degree in Project Management Final paper: Project Cycle Management. Kaizen National Programme.
Dates (from-to)	1999- 2003 Cluj-Napoca
Name and type of organization providing the training	The Faculty fo Economics, University of Babes-Bolyai Cluj- Napoca
Principal subjects skills covered	Bachelor of Science in Economics Specialization Accountancy and Informatics
PERSONAL SKILLS AND COMPETENCES <i>Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas</i>	
<u>COURSES AND TRAININGS</u>	
	2007-2008 – ANPCDEFP- trainer and multiplier on Youth in Action March 2007, Act for what you believe- international training for multipliers in forum theatre in Romania, January 2007, Artitudes to Attitudes- training for Forum Theatre multipliers, Latvia, Action 4.3. October 2007, Turkey, International Seminar on religious intercultural communication, Kiserhir July Turkey 2007, International Training on European Identity and Awareness February 2006 Great Britain, international training organized by Youth Coachig Academy through YOUTH Programme, Action 5 - “Youth and community empowerment ” ; July 2006 Greece, international training organized by AEGEE Athens Grundtvig Programme- „Europe Experience Exchange Event” - facilitator in Forum Tehniques and Debate un youth work; August 2006, facilitator in YOUTH Programme, Action 1 „LRRHW” organized by Fims Alliance Estonia; September 2005 Netherlands – international training organized by The Sparkle Association throught YOUTH Programme Action 5- “Coaching and mentoring volunteers” ; January 2004 Kosovo, international training organized by World Child Kosovo through YOUTH Programme, Action 5- “ Forum Theatre Tehniques in Youth Work” ; August 2004, organizer and facilitator in YOUTH Programme, Action 1 „ Help to know help to care” , Chance for Life Foundation, Romania; Octombreb 2003, international volunteer through Scout European Voluntary Service Programme HouensOdde Denmark; November 2005 Sinaia/Romania, „Trainer of Trainers” organized by John Snow Institute and International Orthodox Christian Charities Bucharest” October 2004 Bucharest- training organized by Civil Society Development Foundation- “Grant wrriting proposals” January 2005 Predea/Romania, national training organized by Partnership for Community Foudation- “Organization strategical planning” . January 2003, training organized by Life Foundation – „Creative Tehniques in Youth Work”
MOTHER TONGUE	Romanian

OTHER LANGUAGES

English Fleunt and French Conversational

English

French

Comprehension				Speaking				Writing	
Listening		Reading		Interaction		Expression			
C1	Proficient User	C2	Proficient User	C1	Proficient User	C2	Proficient User	C1	Proficient User
B1	Independent User	B2	Independent User	B1	Independent User	B1	Independent User	B1	Independent User

SOCIAL SKILLS

AND COMPETENCES

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc

My communication and relationships skills developed as a Facilitator help me to act as a good communicator at an internal level as well as at an external one. I socialize easier now with people as I have a high level of sociability that was achieved in 13 years of voluntary activities, I'm efficient working in a team and I adapt myself rapidly in intercultural settings

Organizational skills and competences

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc

I have organizational skills that were achieved in programmes and projects in which I've worked (IMPACT Programme). I have a strong capacity of analysis and synthesis using techniques and methods from non-formal education. I also have experience in networking, budgeting, writing reports PR materials, logistics, coordination of training team, groups of youngsters and adults in local, national and international projects (Youth Programme).

TECHNICAL SKILLS AND COMPETENCES

With computers, specific kinds of equipment, machinery, etc

Ability to work with Microsoft Office (Word, Excel, Power Point), internet surfing.

Evaluation and monitoring projects design and training processing – experience as trainer in New Horizons Foundation (Education through games, Animation Training for Youth, Project Management Training, Forum Theatre Training, Teambuilding Communication).

ARTISTIC SKILLS AND COMPETENCES

Music, writing, design, etc

Joker and non-professional actor in Forum Theatre technique, skills that were achieved practicing Forum Theatre, a tool for social change and development.

OTHER SKILLS AND COMPETENCES

Competences not mentioned above

Teambuilding instructor in adventure education - activities which were successfully developed in Viata Programme - New Horizons Foundation

DRIVING LICENCE(S)

NO

ADDITIONAL INFORMATION ANNEXES

References:

Diana Certan - Program Director IMPACT National Programme New Horizons Foundation

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www.new-horizons.ro