



## Europass Curriculum Vitae

### Personal information

Surname / First name(s) **URSENA (IRIMIE) Rada Cristina**  
Address  
Telephone  
E-mail  
Nationality  
Date of birth  
Gender

### Work experience

Dates	01/04/2013 – present
Occupation or position held	Project Manager
Main activities and responsibilities	Project management, Consulting
Name and address of employer	SC UCR SERVICES SRL, Cluj-Napoca, Romania
Type of business or sector	IT
Dates	24/10/2009 – 31/03/2013
Occupation or position held	Freelancer – Project Manager
Main activities and responsibilities	Project management, Consulting
Name and address of employer	Elance Inc., USA
Type of business or sector	IT
Dates	24/10/2009 – 28/05/2010
Occupation or position held	Coordinator on Human Rights and Education Research
Main activities and responsibilities	Descriptive and analytical research, networking
Name and address of employer	UN Agreements Research, Making Commitments Matter, Bucharest, Romania
Type of business or sector	Volunteering
Dates	15/08/2008 - 15/02/2009
Occupation or position held	Community Connector for the Romanian Department
Main activities and responsibilities	The internship was conceived for working both online and offline: blogging, researching content, creating newsletters or monthly reports, translations, interviews, workshops and open forums, local engagement and participation in local events, outreach activities.
Name and address of employer	TakingITGlobal, Toronto, Ontario, Canada
Type of business or sector	Online Internship

Dates	14/04/2008 - 30/05/2008
Occupation or position held	Intern
Main activities and responsibilities	Preparing and wording different materials, translations (English and French), organisational activities.
Name and address of employer	The Romanian Ministry of Foreign Affairs, Department for Francophone Affairs, Bucharest, Romania
Type of business or sector	Internship
Dates	05/03/2008 - 05/04/2008
Occupation or position held	Liaison agent for the Media Department
Main activities and responsibilities	As liaison agent I was responsible for providing the media program, for offering information about the media events, for facilitating the contact with press officers and for translating different information from Romanian to English for foreign journalists.
Name and address of employer	The Romanian Ministry of Foreign Affairs, Bucharest, Romania
Type of business or sector	The NATO Summit at Bucharest
Dates	08/08/2007 - 08/02/2008
Occupation or position held	Intern
Main activities and responsibilities	Activities related to office administration and customer service; participation at trainings on Microsoft Office (Word, Excel and Power Point)
Name and address of employer	Eco Service IT SRL, Bucharest, Romania
Type of business or sector	Computer Services – Hardware , Software, Networks, Internet Service Provider
Dates	01/09/2006 - 30/09/2006
Occupation or position held	Liaison agent for the Media Department
Main activities and responsibilities	Information, support - for Radio France International's delegation
Name and address of employer	The Romanian Ministry of Foreign Affairs, Bucharest, Romania
Type of business or sector	All the activities were developed before and during the 11th Francophone Summit
Dates	07/03/2006 - 20/05/2006
Occupation or position held	Call Centre Agent (French language)
Main activities and responsibilities	Assistance and support for clients.
Name and address of employer	SOFTWIN, Bucharest, Romania
Type of business or sector	Customers Relationship Management

### Education and training

Dates	October 2012 - present
Title of qualification awarded	PhD. Candidate
Principal subjects covered	International Relations and European Studies
Name and type of organisation	Babeş-Bolyai University, Doctoral School "The European Paradigm", Cluj-Napoca, Romania
Dates	October 2011 - June 2013
Title of qualification awarded	M.A. in East European Studies Online
Principal subjects covered	Intercultural Communication, Migration, Globalization, Politics, Project Management
Name and type of organisation	Freie Universität Berlin, Germany

Dates	April 2013
Title of qualification awarded	Certificate of completion (CNFPA - National Council for Adult Vocational Training)
Principal subjects covered	Human Resources Inspector
Name and type of organisation	Extreme Training, Cluj-Napoca, Romania
Dates	March 2013
Title of qualification awarded	Certificate of completion (CNFPA - National Council for Adult Vocational Training)
Principal subjects covered	Project Evaluator
Name and type of organisation	SC Constrain SRL, Cluj-Napoca, Romania
Dates	April 2012
Title of qualification awarded	Certificate of completion (CNFPA - National Council for Adult Vocational Training)
Principal subjects covered	ICT- Information and communication technology, Microsoft Project, Support Elements for Management of Companies
Name and type of organisation	Romanian Association of Youth with Initiative ARTI, PRO VOBIS and SIVECO Romania, Cluj-Napoca, Romania
Dates	October 2009 - June 2011
Title of qualification awarded	M.A. in International Project Management
Principal subjects covered	Globalization and European Integration, EU-funded Programs and Projects, Project Management
Name and type of organization	State University of Political and Administrative Studies, College of Communication and Public Relations, Bucharest, Romania
Dates	6 <sup>th</sup> of June – 10 <sup>th</sup> of June 2011
Title of qualification awarded	General Training Program in European Affairs; graduation certificate recognised by the Ministry of Labour, Family and Social Protection and by the Ministry of Education, Research, Youth and Sport
Principal subjects covered	European Affairs
Name and type of organisation	European Institute of Romania
Dates	16 <sup>th</sup> of February – 27 <sup>th</sup> of April 2011
Title of qualification awarded	Certificate of completion
Principal subjects covered	Public Diplomacy
Name and type of organization	DiploFoundation, Malta
Dates	7 <sup>th</sup> of February – 18 <sup>th</sup> of March 2011
Title of qualification awarded	Certificate of completion
Principal subjects covered	European Security and Defence Policy
Name and type of organization	"Carol I" National Defence University and The European Security and Defence College, Romania

Dates	17 <sup>th</sup> of January -27 <sup>th</sup> of March 2011
Title of qualification awarded	Certificate of completion
Principal subjects covered	Human Rights and Humanitarian Law in the Contemporary World
Name and type of organization	University for Peace, The U.N. Mandated Graduate School of Peace Studies, Costa Rica
Dates	8 <sup>th</sup> of November – 17 <sup>th</sup> of December 2010
Title of qualification awarded	Certificate of completion
Principal subjects covered	Cross Cultural Negotiation
Name and type of organisation	United Nations Institute for Training and Research (UNITAR), New York, USA
Dates	4 <sup>th</sup> of October – 10 <sup>th</sup> of November 2010
Title of qualification awarded	Certificate of completion
Principal subjects covered	Conflict Management and Negotiation
Name and type of organisation	"Carol I" National Defence University and Inter-American Defence College, Bucharest, Romania
Dates	15 <sup>th</sup> of May – 15 <sup>th</sup> of June 2010
Title of qualification awarded	Train the Trainers (CNFPA - National Council for Adult Vocational Training, Code - 241205)
Principal subjects covered	Training, Principles of Adult Learning, Practical Tools, Strategies, Techniques, Accelerated Learning
Name and type of organisation	Romanian Institute of Training, Bucharest, Romania
Dates	3 <sup>rd</sup> - 5 <sup>th</sup> of April 2010
Title of qualification awarded	Certificate of completion
Principal subjects covered	Introduction to Management and Economics
Name and type of organisation	Romanian Institute of Training, Bucharest, Romania
Dates	27 <sup>th</sup> of February – 27 <sup>th</sup> of March 2010
Title of qualification awarded	Project Manager - Certificate from the Ministry of Education, Research and Youth and the Ministry of Labour, Family and Equal Opportunities and Diploma from ROLAND GAREIS CONSULTING
Principal subjects covered	Project and Programme Management (Basics &Advanced);
Name and type of organisation	ROLAND GAREIS CONSULTING, Bucharest, Romania
Dates	4 <sup>th</sup> of March 2010
Title of qualification awarded	Sworn Translator and Interpreter - French; Authorisation no. 28187
Principal subjects covered	Translations and Interpretations from French into Romanian and from Romanian into French
Name and type of organisation	Romanian Ministry of Justice, <a href="http://www.iust.ro/">http://www.iust.ro/</a>
Dates	3 <sup>rd</sup> -7 <sup>th</sup> of February 2010
Title of qualification awarded	Project Manager for European funded projects (CNFPA - National Council for Adult Vocational Training, Code - COR 241919)

Principal subjects covered	Management of the EU funded projects
Name and type of organization	Human Resources and European Education Centre (CRSUEE), Bucharest, Romania
Dates	18th of January – 19th of February 2010
Title of qualification awarded	Certificate of completion
Principal subjects covered	Law of Armed Conflict
Name and type of organization	"Carol I" National Defence University and NATO Defence College, Bucharest, Romania
Dates	March 2009 - July 2009
Title of qualification awarded	Diploma for graduating a Postgraduate Program
Principal subjects covered	International Relations and European Studies
Name and type of organisation	The Romanian Diplomatic Institute, Bucharest, Romania
Dates	April 2009 - July 2009
Title of qualification awarded	Diplomas for successful fulfillment of the online courses
Principal subjects covered	Advanced Office for Business; English for European Business (English for Business, English Grammar, Special English - Expressions and Semantics, Business Communication)
Name and type of organisation	Business and Communication Research Centre, Iași, Romania;
Dates	May 2009 - June 2009
Title of qualification awarded	Certificate of completion
Principal subjects covered	Introduction to NATO, European Security and Defence Policy.
Name and type of organisation	"Carol I" National Defence University and NATO Defence College, Bucharest, Romania
Dates	January 2007 - June 2007
Title of qualification awarded	A certificate that asserts the graduation of the Erasmus stage
Principal subjects covered	Political Science (Media and Politics, International Relations, E-Government, Construction of the European Citizenship)
Name and type of organisation	Faculty of Political Science "Cesare Alfieri", University of Florence, Italy
Dates	October 2005 - June 2008
Title of qualification awarded	Bachelor degree; Romanian State Scholarship for Scientific Achievements
Principal subjects covered	Political Science (Political communication, Political economy, Constitutional law, The political system of the European Union)
Name and type of organisation	Faculty of Political Sciences (in French), University of Bucharest, Romania
Dates	September 2001 - June 2005
Title of qualification awarded	Baccalaureate
Principal subjects covered	Social Sciences (specially History)
Name and type of organisation	National College <i>Horea, Cloșca și Crișan</i> , Alba-Iulia, Romania
Dates	1996 - 2006
Title of qualification awarded	Diplomas for successful fulfillment of the courses
Principal subjects covered	Project Management; How to write a financing demand; Management of the European funds; European Integration and communitarian facilities; Financial management for the NGOs
Page 5 / 9 - Curriculum vitae of Irimie Rada Cristina	For more information on Europass go to <a href="http://europass.cedefop.europa.eu">http://europass.cedefop.europa.eu</a> © European Communities

Name and type of organisation Club of Ecology and Mountain Tourism ALBAMONT, Alba Iulia, Romania

**Personal skills and competences**

Mother tongue **Romanian**

Self-assessment  
European level (\*)

**English**  
**French (DELF B2)**  
**Italian**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C1	Proficient user	B2	Independent user	B2	Independent user	B2	Independent user
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user
B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user

(\*) *Common European Framework of Reference (CEF) level*

Social skills and competences

- **Good communication skills:** I can communicate almost any type of information quickly, attractively and efficiently, skills that I've acquired because of the numerous youth projects I took part in;
- **Team coordination skills,** acquired through my practical experience of coordinating different teams of students, in various nongovernmental organizations;
- **Very good public speaking abilities,** acquired because of my active participation in many workshops;
- **Ability to make efficient compromises,** especially when living and working with people with different types of personalities, values and attitudes, skills that I've attained through my studying and living abroad period;
- **Enthusiastic and motivated:** I am able to bring energy into a group of people and motivate them to do their best.

Organisational skills and competences

- 19th-21st of April: Personal Leadership Workshop, organised by Atieh International, Vienna, Austria.
- 23-28 March 2011: Bucharest International Student Model United Nations, Bucharest, Romania
- 4-9 January 2011: Cultural Diplomacy in Europe: "Europe in the Year 2030: Digital Technology, Active Citizenship, and the Society of the Future", Institute for Cultural Diplomacy, Berlin, Germany
- 25-29 March 2010: Bucharest International Student Model United Nations, Bucharest, Romania
- 19-23 March 2009: Bucharest International Student Model United Nations, Bucharest, Romania
- 12-17 March 2009: participant at Simulation of the European Parliament, Human Rights Committee, Cluj-Napoca, Romania
- 5-7 November 2008: participant at Intercultural Dialogue Conference, part of Youth in Action Program, Istanbul, Turkey
- 15-16 March 2008: translator interpret (from French to Romanian) at the Romanian International University Fair (RIUF), Bucharest, Romania
- 15 September-22 October 2007: informing campaign for youth for a responsible vote in 16 cities of Romania, an event organized by Romanian Youth Council
- 29 July 2007: organiser of a seminar for the Faculty of Political Sciences' students and some members of JEF (The Young European Federalists), at the Institute of Political Research, Romania
- 27-30 June 2007: participant at European Youth Media Day in Brussels, an event organized by the European Parliament and European Youth Press, Brussels, Belgium

- 18-19 May 2007: participant at the International Conference : "Verso una società post-secolare", at Università degli Studi di Bologna, Italy
- 24-26 November 2006: participant at the "Young's Parliament", a feigning of the decisional process at the Romania's Parliament, an event organized by Pro Democracy - Bucharest Club and the Chamber of Deputies, Romania
- 23-30 July 2006 : liaison agent at the Francophone Summer University « L'Europe dans le monde à l'horizon 2015 », Braşov, Romania
- 6-11 of May 2006: organizer of the Francophone sportive Days, as a member of *Association des Etudiants Francophones*, Bucharest, Romania
- 20 of March 2006: promoter and participant at the conference "Média et Politique" sustained by prof. Derick de Kerckhove, Institute of political research, Bucharest, Romania
- September 2001 - June 2002- director of a broadcast "Dating with youth" at ReIntregirea Radio, Alba-Iulia, Romania

Computer skills and competences

- Editing: Microsoft Word, Microsoft PowerPoint, Adobe PageMaker, Adobe Acrobat (Writer/Reader)
- Project Planning: Microsoft Project
- Database: Microsoft Access, Microsoft Excel
- Browsers: Internet Explorer, Outlook Express, Google Chrome Firefox, Mozilla, Opera
- Graphic Editing: Adobe Image Ready, Adobe Photoshop, Corel Photo Paint, ACDSee
- Operating Systems: Windows 2000, Windows XP, Windows Vista, Mac OS, Windows7
- Computer hardware skills

Artistic skills and competences

Drama and improvisation skills, acquired as a result of two years of acting together with the drama group of the National College *Horea, Cloşca și Crişan*, Alba-Iulia, Romania

Other skills and competences

First-aid certification

Member of:

**The Ernst Reuter Association, Alumni of Freie Universität Berlin, Germany,**  
<http://www.fu-berlin.de/en/sites/alumni/erg/index.html> (October 2013-present);

**European Political Science Association (EPSA), Wicklow, Ireland,** <http://www.epsanet.org/>,  
 (October 2013 – present);

**Institute of Cultural Diplomacy (ICD), Berlin, Germany,** <http://www.culturaldiplomacy.org/>,  
 (November 2010 – present);

**Project Management Institute (PMI), USA,** <http://www.pmi.org/>, (March 2010 – present);

**Club of Ecology and Mountain Tourism ALBAMONT, Alba Iulia, Romania** (August 1996 - September 2008);

**Association des Etudiants Francophones (AEF), Bucharest, Romania, (2005 – 2006).**

Driving licence

B (since 9<sup>th</sup> of April 2012).