


PERSONAL INFORMATION



Ramona Ionela CIUCĂ

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Sex Female | Date of birth 03/02/1987 | Nationality Romanian

POSITION

HR Officer

WORK EXPERIENCE

From 01/01/2014 onward...

Executive Director

Group for European Integration, Gemenii, 134, 117141 – Geamăna, Bradu, Argeş, România, web: www.gie.ro

- Making decisions and delegating work to others in the president's and project manager's absence;
- Conduct official correspondence on behalf of the president as appropriate and jointly with the president when appropriate;
- Represent the organization at community activities to enhance the organization's community profile;
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate;
- Oversee the efficient and effective day-to-day operation of the organization;
- Developing business plans in collaboration with the board for the future of the organization;
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff;
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations;
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review;
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization;
- Participate in fundraising activities as appropriate;
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization;
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization;
- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks;
- Maintaining structure by sending out notices, providing agenda, and coordinating meetings.

Business or sector Non-governmental organization

From 08/07/2014 onward...

Expert technical reporting / monitoring / visibility (project: INOVAT – POSDRU/125/5.1./S/124814)

European Perspective Association, Vioarele, 34, Bl. 15, Sc. 1, Ap. 32, Sector 4, Bucharest, Romania

- Preparation of reports, monitoring activities, collecting information and reporting on activities and technical report at project level;
- Elaborating the content promotion materials (brochures, press releases, etc.) and monitoring the exposures in press;
- Making analyses and keeping evidence of actual or estimated variations in the progress of the activities and results;
- Maintaining relation with partners, suppliers and staff involved in project implementation.

Business or sector Non-governmental organization

From 29/05/2014 to 29/08/2014

Responsible for organizing internships (project: Internships - a prerequisite for professional success - POSDRU 161/2.1/G/137930)

Businessmen Association – Argeş, Bulevardul Nicolae Bălcescu, 141, Piteşti, Romania,
<http://www.aoaarges.ro/>

- Ensuring all logistical and material support for the good development of the entire project;
- Signing partnership agreements to organize and conduct practical training of students;
- Coordinating the preparation of the internships through: identifying criteria for selecting students according to specializations, developing selection regulation, identification and selection of students - the target group, participation in student enrollment for the selection, development grant award procedure;
- Organizing and coordinating workshops.

Business or sector Non-governmental organization

From 02/05/2014 onward...

Expert technical reporting / monitoring / visibility (project: SIGMOB 2013 - POSDRU/164/2.3./S/135810)

European Perspective Association, Viorele, 34, Bl. 15, Sc. 1, Ap. 32, Sector 4, Bucharest, România

- Preparation of reports, monitoring activities, collecting information and reporting on activities and technical report at project level;
- Elaborating the content promotion materials (brochures, press releases, etc.) and monitoring the exposures in press;
- Making analyses and keeping evidence of actual or estimated variations in the progress of the activities and results;
- Maintaining relation with partners, suppliers and staff involved in project implementation.

Business or sector Non-governmental organization

From 01/01/2011 to 31/12/2013

Manager Assistant

Group for European Integration, Gemenii, 134, 117141 – Geamăna, Bradu, Argeş, România, web:
www.gie.ro

- Deputising for the manager, making decisions and delegating work to others in the president's or project manager's absence;
- Assisting the project manager in the coordination of various events in the planning, ordering, installation, and follow-on cycle;
- Participating in coordinating the personnel required to complete the project;
- Assisting with managing paperwork and multiple technology projects, maintaining and updating status logs, and contributing to progress or final reports;
- Devising and maintaining office systems, including data management and filing;
- Arranging travel and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations;
- Screening telephone calls, enquiries and requests, and handling them when appropriate;
- Meeting and greeting visitors at all levels of seniority;
- Organising and maintaining diaries and making appointments;
- Dealing with incoming email, faxes and post, often corresponding on behalf of their manager;
- Taking dictation and minutes;
- Carrying out background research and presenting findings;
- Producing documents, briefing papers, reports and presentations;
- Organising and attending meetings;
- Liaising with clients, suppliers and other staff.

Business or sector Non-governmental organization.

Form 03/11/2008 to 30/04/2012

International Relations Assistant

University of Piteşti, Târgu din Vale, 1, 110040 – Piteşti, Romania, web: www.upit.ro

- Assisting the Vice-rector of International Relations of the University of Piteşti;
- Cover all administrative duties; diary management, answering correspondence, filing, preparing all business documents (contracts, memorandums, protocols, cooperation conventions, bilateral agreements, etc.), PowerPoint presentations for internal and external use;
- Downloading applications for various international projects calls and fellowship programs;

- Reception duties: screening calls, collecting and distributing post, organizing couriers, meeting and greeting visitors;
- Organizing internal and external meetings including agenda creation, minute taking when required;
- Domestic and international travel arrangements;
- Partners relations; first point of contact, travel arrangements, hotel bookings etc.;
- Maintaining relations with partners.

Business or sector Higher Education Institution

EDUCATION AND TRAINING

From 26/03/2014 to 12/05/2014

Graduation Certificate – Inspector of Human Resources qualification course

Businessmen Association – Argeş, Bulevardul Nicolae Bălcescu, 141, Piteşti, Romania, <http://www.aoaarges.ro/>

- Documents elaboration for staff evidence;
- Management of staff evidence documents;
- Staff recruitment organization;
- Drawing general register of employees;
- Staff payroll elaboration;
- Personnel records database administration.

From 03/02/2014 to 15/02/2014

Graduation Certificate – VET training

CARDET: Centre for the Advancement of Research & Development in Educational Technology, 29, Likavitou Avenue (1st floor), Engomi, Nicosia, 2401, Cyprus

- VET training for trainers - to promote active learning and VET training, having improved English communication and intercultural skills and increased competencies in MOOCs, Moodle, Web 2.0 and other eLearning platforms, in designing online courses, interactive teaching and didactic assessment in the field of VET.

From 25/11/2013 – 13/12/2013

Graduation Certificate - Entrepreneurial competencies qualification course

Businessmen Association – Argeş, Bulevardul Nicolae Bălcescu, 141, Piteşti, Romania, web: <http://www.aoaarges.ro/>

- Identifying opportunities for personal, professional and/or business activities;
- Legislative context evaluation;
- Business management;
- Communication management;
- Negotiation process management;
- Team management;
- Risk management;
- Business marketing;
- Business planning.

From 30/07/2013 – 12/09/2013

Graduation Certificate – Project manager qualification course

Businessmen Association – Argeş, Bulevardul Nicolae Bălcescu, 141, Piteşti, Romania, <http://www.aoaarges.ro/>

- Project objective identification;
- Integrated project management;
- Planning of the activities;
- Costs and operational resources used for the project management;
- Public acquisitions;
- Risk management;
- Project team management;
- Communication management;
- Quality assurance management.

From 04/03/2013 to 23/03/2013

Graduation Certificate – Trainer of trainers qualification course

Group for European Integration, Gemenii, 134, 117141 – Geamăna, Bradu, Argeş, România, web: www.gie.ro

- Training activity preparation;
- Training activity realization;
- Evaluation of the trainees;
- Special training methods and techniques application;
- Training marketing;
- Training programmes design and development;
- Organizing training and traineeships;
- Evaluation, review and quality assurance of the training programmes and traineeships.

From 01/10/2009 to 31/07/2011

Master degree in "Public Administration in the context of European Integration"

EQF level 7

University of Piteşti, Târgu din Vale, 1, 110040 – Piteşti, Romania

- Public administration theory;
- Community institutions;
- The Administration of Territorial Administrative unit Patrimony;
- International Financial Law Institutions;
- Juridical Protection of Child's Rights;
- Compared Administrative Law;
- Public Position in European Union;
- Public Acquisitions.

From 01/10/2005 – 31/07/2008

Bachelors Degree in International Relations and European Studies

EQF level 6

University of Piteşti, Târgu din Vale, 1, 110040 – Piteşti, Romania

- European construction theory and analysis;
- International relations theory;
- Management of European projects;
- International economics;
- Management of human resources;
- Community law;
- International organizations theory;
- Communication and public relations;
- Negotiation theory and practice.

Form 18/02/2008 – 18/04/2008

Graduation certificate of "Joint Degree Study in International Business Management"

EQF level 5

College of Social Sciences, Ulonu st. 5, 08240 - Vilnius, Lithuania

- Managing Diversity (Cross-cultural Management);
- Doing Business in EU;
- Entrepreneurship;
- Applied Research for International Business and Management;
- Management of International Project;
- Cross-cultural Negotiation Techniques

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1

English Language Certificate issued by the University of Pitești, C1 level, 2014

French	B1	B2	B1	B1	B2
Spanish	B1	B2	B1	B1	B2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

- Good communication skills gained through my own experience as assistant manager position that requires constant communication with both the manager and with partners and collaborators.
- The ability to adapt to multicultural environments, gained from the course pursued abroad and foreign travels in various international projects.

Organisational / managerial skills

- leadership (currently responsible for a team of 5 people)
- project management experience obtained from the period worked in project teams.

Job-related skills

- a good knowledge of the process of organizing public acquisitions procedures (currently being responsible for organizing these procedures).

Computer skills

- good command of Microsoft Office™ tools (Word™, Excel™ and PowerPoint™);
- E-mail communication;
- accessing and exploitation of information available on the Internet;
- basic knowledge of graphic design applications (Corel™, Abby Fine Reader™);
- good command of Adobe Acrobat tools;
- I acquired these skills due to the fact that the use of these tools is part of my daily activities.

ADDITIONAL INFORMATION

Projects

From 2008 I was member in the implementation teams of more than 30 projects with European funding (according to the list bellow).

No.	Programme/ Project	
1.	Training of national judges in EC competition law and judicial co-operation between national judge	SI2.540074 – HT 1460 Training for judges EC Competition Law and its Enforcement in the National Jurisdictions: Policy Issues, Case Law and Compliance [COMPETA]
2.	LLP Erasmus - IP	50387-IC-1-2007-1-ROERASMUS-EUCX-1; 09-EIP-RO PITESTI01 Stability and security for European sustainable development [SSESD]
3.	LLP Erasmus IP	LLP-ERA-IP-2009-LT-0267 CAREER PACKAGE YOURSELF FOR SUCCESS [Career IP]
4.	LLP / Comenius – Multilateral Projects	141759-LLP-1-2008-1-DE-COMENIUS-CMP Digital video streaming and multilingualism [DIVIS]
5.	LLP / Key Activities 2 – Languages Multilateral Projects	143512- BG-2008-KA2-KA2MP Developing European Language Portfolio for the Deaf [DEAF]
6.	LLP / Grundtvig - Learning Partnership	GRU-07-PAR-184-AG-UK Culture in Your Region in Informal Learning [CYRIL]
7.	LLP / Grundtvig - multilateral	134346-LLP-1-2007-1-BG-Grundtvig-GMP Educational Tool to Integrate Inmates [ETI 7]
8.	LLP / Grundtvig - multilateral	134677 – LLP-1-2007-1-SE-GRUNDTVIG-GMP Back to School - A Chance for Better Life [BtoS]
9.	LLP / Grundtvig - Learning Partnership	08-GRU-P-LP-51-AG-DE Danube Networkers

10.	LLP / Leonardo da Vinci – Transfer of innovation	2008-1-FR1-400 05-01 425 (national no. LLP-LAV-TOI-2008-FR-117017) Transfert d'innovation et de methode pour les services a la personne T.I.M.S.A.P.
11.	LLP/ Erasmus IP	09-EIP-RO PITESTI01 Stability and security for European sustainable development [SSESD]
12.	LLP/ Erasmus IP	LLP-ERA-IP-2009-LT-0267 Career Package Yourself for Success [CAREER - IP]
13.	LLP / KA4 Dissemination and exploitation of results	505710-LLP-CZ-2009-KA4-KA4MP European Language Teachers Assessment and Certification Scheme [ELTACS]
14.	LLP/Grundtvig workshop	2009-1-DK1-GRU13-00824 Adult Learning and European Idea
15.	LLP / Grundtvig/ Multilateral projects	510773-LLP-1-2010-1-IT-GRUNDTVIG-GMP Disability and Active Citizenship [D-ACTIVE]
16.	LLP / Leonardo da Vinci – Transfer of Innovation	2010-1-PT1-LEO05-05164 Boosting EntrepreneurShip Tools FOR Migrants [BEST FORM]
17.	LLP / Grundtvig - Multilateral Projects	510658-LLP-1-2010-GR-GRUNDTVIG-GMP Adult Learning for MArginalised and Disadvantaged Citizens [ALMA-DC]
18.	LLP/Erasmus IP	11-EIP-RO PITESTI01 EDUCATION for sustainable development: Environmentally-friendly technologies, materials and socio-economic activities [EDUCATE]
19.	LLP/Grundtvig - LP	GRU-11- P-LP-154-AG-DE Valuing Adult Education [VALED]
20.	LLP / LdV – Learning partnership	LLP-LdV/PAR/2011/RO/051 VET concepts and programmes for professionals working with disabled children and families in divorced situations [DISVORCED]
21.	LLP/LdV - DoI	517580-LLP-2011-RO-LEONARDO-LMP Major Competencies to manage minor offenders [MAJ-MIN]
22.	LLP / LdV – Learning partnership	LLP-LdV/PAR/2011/RO/131 ECVET in the field of Health AND social care - Investigating and sharing implemented instruments and principles [HANDLE ECVET]
23.	LLP/Grundtvig - Multilateral	517976-LLP-1-2011-1-PT-GRUNDTVIG-GMP Intelligent Pathways for Better Inclusion [IN PATH]
24.	European Social Fund - POSDRU	Era Valorificării Antreprenoriatului feminin – POSDRU/97/6.3/S/63236 (Women Entrepreneurship Valorisation Era)
25.		Développer les compétences clés en formation professionnelle: Outils Pédagogiques Clés - les Savoir-Faire Comportementaux pour l'inclusion dans l'emploi [OPC-SFC]
26.	LLP / LdV – Transfer of Innovation	DE/13/LLP-LdV/TOI/147 640 Promoting the REcognizability of Learning outcomes from vocational education to higher Education [RELATE]
27.		Adults with a Learning Disability – Observatory of Best Practice [ALDO]
28.	LLP / GRUNDTVIG – Multilateral Project	539394-LLP-1-2013-1-DE-GRUNDTVIG-GMP Seniors Learning with Apps [SenApp]
29.	LLP / LdV – Transfer of Innovation project	2013–1-ES1-LEO05-66909 Web Based Training Tools for Health & Safety [WBTT for H&S]
30.		Renforcement des capacités dans la formation et l'insertion socioprofessionnelle des adultes en risque de précarité [T-CAP]
31.	LLP/LdV – training mobility VETPRO	LLP - LdV/VETPRO/2013/RO/185 CONSOLIDating through online teaching and LEarning the quality of VET providers [CONSOLE VET]