

Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **PETRESCU, ADINA, ELENA**
Address(es) 39, 1 Decembrie 1918 Blvd, M10, ap.25, Alba Iulia, Romania
Telephone(s) Mobiles: +40 48367208 +40 0766652763
E-mail petrescu_adina_elena@yahoo.com
Nationality Romanian
Date of birth October 18, 1979
Gender Female

Desired employment / Occupational field

Translator

Work experience

<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>May 18, 2012 – Present</p> <p>International Relations Officer within the Centre for International Relations</p> <ul style="list-style-type: none"> - Organizing and coordinating the technical process of selection of beneficiaries of EU mobility programs in education and training within the institution regulated under the European Commission; - Organizing, coordinating and monitoring the performance of the mobility of students and teachers participating in Community programs, the principles of the European Quality Charter for Mobility; - Coordinating the process of welcoming the International Students, accommodating and instructing them within the University Campus; - Preparing the International Relations Protocol for Work Visits of Ambassadors and Foreign Businessmen arriving at the University.
<p>Name and address of employer</p> <p>Type of business or sector</p> <p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>"1 Decembrie 1918" University of Alba Iulia, 5, Gabriel Bethlen Street, 510009, Alba Iulia, Romania, Tel.: (40-258) 80 60 42 – Fax: (40-25880 60 42 – Email : relint@uab.ro</p> <p>Advisory activities</p> <p>2002 – 2009</p> <p>External Relations Assistant Manager / Translator</p> <p><u>Translation</u>: notices, technical designs, specifications, estimates and drawings for architectural, resistance, plumbing, heating, gas and electric, etc..</p> <p><u>Secretarial activities</u>: Providing transmission / receiving documents by post, fax, e-mail, Taking, recording, filing and archiving of correspondence and messages received from partners, customers and other employees;</p> <p>Design and drafting documents and statements required by management;</p> <p>Welcome visitor protocol activities;</p> <p>Multiplication and sorting materials reproduced;</p>
<p>Name and address of employer</p> <p>Type of business or sector</p>	<p>S.C. "PROIECT ALBA" S.A.: 68, 1 Decembrie 1918 Blv, Alba Iulia, 510207, Romania. Tel.: (40-258) 83 56 36 – Fax: (40-258) 83 37 93 – Email : proiectalba@yahoo.com</p> <p>Translation, interpreting</p>

Education and training

Dates	1998 – 2002
Title of qualification awarded	BA in humanities. Romanian language and literature - English language and literature.
Principal subjects/occupational skills covered	- Contemporary Romanian language; - Contemporary English Language; - History of Romanian literature and civilization; - History of English literature and civilization.
Name and type of organisation providing education and training	“1 Decembrie 1918” University of Alba Iulia – Faculty of History and Philology
Level in national or international classification	ISCED 5

Personal skills and competences

Mother tongue(s) **Romanian**

Other language(s)

Self-assessment
European level ()*

English

French

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

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

- Extremely organized person;
- Good abilities for synthetic and global views over concrete situations;
- Problem-solving attitude;
- Responsibility, Self-respect and self-reliance;
- End-oriented work capacity;
- Ability to establish and maintain good working relations with people of different national and cultural backgrounds;
- Strong referential values of fairness, equity and dignity.

Organisational skills and competences

- Attention to details;
- Focus oriented;
- Prioritization;
- Prospective thinking.

Computer skills and competences

Microsoft Office™ (Word™ and PowerPoint™); internet.

Driving licence

Category B