

Curriculum vitae

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| *Personal information* Name Andreea Maris Address Granhäcksvägen 3B 445 55 Surte Mobile 0046 (0) 762 722 280 E-mail andreea.maris@yahoo.com |
|   Date of birth 19.10.1984 Gender Female  |

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| *Work experience*November 2015 *Project leader* at Development Assistance Center- present Plan, organize, facilitate and report international projects (Break the chain, Project  instruments for Erasmus+, SEEDS)  |
|  *Project leader* at KEKS network ([www.keks.se](http://www.keks.se))January 2015 – Implementation of the strategic partnership project “RISE for common systems for present documentation of youth work and non-formal education”March 2014 – Implementation, evaluation and reporting of the Grundtvig project “Tools for  June 2014 documentation, assessment and development of youth work” and project writing -  strategic partnership grant proposal “RISE for common systems for documentation of youth  work and non-formal education” |
| September 2015 - *International coordinator* at Mölndals Stad, Sweden ([www.molndal.se](http://www.molndal.se))February 2016October 2012 - *International coordinator* at Mölndals Stad, Sweden ([www.molndal.se](http://www.molndal.se)) December 2013 Offering consultancy and project writing, implementation and reporting support;  organizing and facilitating events (courses, visits etc.); developing new working methods. |
| October 2014 – *Youth leader* at Mölndals StadNovember 2015 Support youngster in organizing activities and events for them and other visitors of the  youth center Kållered. September 2011- *International Youth Worker* at Mölndals Stad July 2012 administration of international projects; financial administration (Agresso); organizing presentations about EU financial lines; development of educational materials and course facilitation; visiting high schools and promoting the international activities. |
|  April 2006 - *Project manager* at ACSCVJ, Petrosani, Romania ([www.acscvj.org](http://www.acscvj.org))April 2011 writing projects proposals; project implementation (<http://tinyurl.com/7tqhy8a>), financial  management; project team management; ccommunication management (inside the team,  with the partners, sponsors, mass-media); evaluation and final report; developing financial  lines for youngsters and cooperation programmes for NGOs. |
| October 2007 - *Information multiplier* *for Youth in Action programme*. Member of the Resource Persons June 2009; Network for Youth in Action programme ([www.anpcdefp.ro](http://www.anpcdefp.ro)) October 2009 - contacting organisations, institutions and informal groups; organizing info-sessions; December 2010 evaluating the info-session; reporting. |
| February 2009 - *Intern* (Erasmus practice scholarship) at the Institute of Innovation for Human Wellbeing, September 2009 Malaga, Spain ([www.i2BC.es](http://www.i2BC.es))  Project writing/development; designing project activities; drafting budgets;  communicating with the partners; translation of documents in/from English, Romanian, Spanish; drafting meetings' reports; other tasks like research, drafting strategies. |
| December 2005 *- Local Coordinator* for the project Democratic Citizenship at Centrul Educatia 2000+ , September 2007 ([www.cedu.ro](http://www.cedu.ro))  contacting mass-media, high-schools, institutions and participants (Parliament member in  the electoral circumscription, local councillors, county councillors, NGO representants);  organizing monthly meetings with the participants; making presentations in high-schools  related with Human Rights and active citizenship; reporting; budget administration. |
| March 2004 *Interview operator* for Daedalus Consulting, Mediapro, AB Research Group, October 2005 Profile Communications applying questioners for market research companies; control interviewers’ visits.  |
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| *Education* October 2013- Training of Trainers June 2014 Organized by the European Commission’s SALTO Information Center and The Swedish  Agency for Youth and Civil Society (MUCF)April 2014 Facilitate the course USEE+ (Using social entrepreneurship in Erasmus +) organized in  Gothenburg Sweden. The facilitation of the course was a part of the ToT programme. |
| October 2008- **Master in Project management**; University of Petrosani, Romania December 2010 Erasmus student (practice scholarship at i2BC in Malaga, Spain and study scholarship at TU  Bergakademie Freiberg, Germany)  Courses: Managerial communication, HRM, Project management, Structural funds.  Master thesis: ***Project management’s contribution to international cooperation.***  ***How to make things work - ODA in Haiti.***(Approved with 10/10) |
| October 2003 - **Bachelor in International Relations and European Studies**; Faculty of Political Science, June 2008 National School of Political and Administrative Studies, Bucharest, Romania. Courses: International Relations, European Studies, Sociology, Social Psychology,  Theory of IR, European Construction, Political Doctrines, Human Rights, Law.  Bachelor thesis: ***Energy’s geopolitics. Study case: Persian Gulf.*** (Approved with 9.66/10) |
| May 2009 Course “Introduction to project management for Development Cooperation” organized by  Assamblea de Cooperacion por la Paz and University of Malaga, Spain.  |
| September 1999- Informatics High-school, Petrosani, Romania June 2003 mathematic – informatics |

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| *Personal skills and competences* Languages English, Swedish, Spanish, Romanian, Italian |
| Social skills and good communication capacity; negotiation skills; adaptation to different multicultural competences environments; team spirit and constructive discussions; fast learner; able to manage stress;  spirit of initiative; proactive and result oriented. |
| Organizational mentorship, coaching, leadership, coordination of local and international volunteers; skills event organizing (international meetings, workshops, conferences etc). |
| Computer skills Microsoft Office instruments (Word, Power Point, Excel), Agresso, Free Mind mapping,  Google drive, working with printer, copy, scanner and fax |
| References Bettan Svelander, Mölndals Stad 0706 360 606 bettansvelander@gmail.com  Jonas Agdur, KEKS nätverk 0703 403 471 jonas.agdur@keks.se  |

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For a detailed CV or any other information, don’t hesitate to contact me!



