



Andreea Astilean

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Nationality: Romanian

Date of birth: 13/02/1989

WORK EXPERIENCE

Jan- Jun 2018

Intern Staff Development Unit, Council of the European Union

- Prepared **Participatory Leadership trainings**, assisted in the launch of the EU LEARN (interinstitutional online learning platform), Prepared and ran the Reversed Mentoring project, Initiated and facilitated Career Workshops for the trainees

Apr 2016 – Nov 2017 **HR Consultant**

SC.Know-Team.SRL, Business, Romania

- **Leadership development:** trained middle managers and line leaders on different soft skills topics (**leadership**, effective communication, presentation skills, time management), **Coached future leaders and managers**, Design and facilitation of workshops, Consultant in **Leadership assessment** (CPI, NEO-PIR, MLQ) and Assessment Centers.

Dec 2013-present

Trainer and Coach

Coaching 4EU Association, NGO, Romania

- Launched educational programs for youth, Managed the international network of different European partners, Coordinated several Erasmus+ projects in different countries.

Jul 2015 – Feb 2016

HR Manager

Sc. Salad Box. Srl, Business, Romania

- Coached middle managers, Designed soft skills trainings for managers and employees, Designed recruitment campaigns, Re-developed the HR strategy of the company

Feb-Dec 2014

European Voluntary Service

Fundació Catalunya Voluntaria, Barcelona, Spain

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- Trained youth on the CV and motivation letter preparation, liaised with project partners from Europe, prepared EU funding projects

2012-2013

HR coordinator

StudCard NGO, Romania

- Coordinated a team of over 60 volunteers, designed recruitment campaigns and introductory trainings.

ACADEMIC QUALIFICATION

2013 – 2017 **PhD. Clinical and Health Psychology**, Universitat Autònoma de Barcelona, Spain

2011 – 2013 **Master in Human Resources**, Babeş-Bolyai University, Cluj-Napoca, Romania

2008 – 2011 **Bachelor Degree in Psychology**, Department of Psychology, Babeş-Bolyai University, Cluj-Napoca

Certifications

2018-ongoing **Personal, Leadership and Executive COACHING**, ICF accreditation

2015 **Trainer**, ANC Certification

2013 **Communication, Leadership and client orientation**, ANC Certification

2012 **Pedagogy Certification**, Babes-Bolyai University, Romania

LANGUAGES

English Advanced - speaking, writing, understanding

Spanish Advanced - speaking, writing, understanding

French Intermediate - speaking, writing, understanding

Publications

“The manager as coach. Cross-cultural adaptation of an instrument assessing managers' coaching skills”

Journal of Rational-Emotive Cognitive Behavioral Therapy, 2018

Skills:

Communication skills **Intercultural communication**- a skill that I developed by working as mentor, coach and facilitator in different languages (English, Romanian and Spanish) and with people of high professional profiles coming from different cultures.

Organisational / managerial **Project Management skills**- gained by managing several projects and teams. Long

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skills term and short term. Able to deliver results within established time frames, finding innovative solutions to manage ambiguity and change.

Job-related skills

Initiative and Autonomy. I developed several ideas into projects starting from scratch, I acted as social entrepreneur for several years and I set up my own NGO. For several years I worked as autonomous Trainer and coach, managing my own project and clients.

Teamwork - worked in various cross-cultural project teams in the last 5 years and had good communication every time and long term cooperation. Passionate about sharing knowledge cross-functionally and cross-culturally.

Learning and development- a strong focus on continuous learning and improvement, as Trainer and Coach for different companies, I developed my skills to improve organizations and Leadership.

Content Design and Facilitation Skills - extended experience in designing learning content from scratch as well as adapting existing content to new needs. I'm able to design new spaces for learning and present complex content in front of large and small groups with clarity.

Professional Portfolio

Consultant Business Sector	
STAR TRANSMISSION Automotive Industry Romania	Coaching for transfer for future Leaders , 2016, 2017 Assessment Center for Leaders, 2016 1 st level management Evaluation with MLQ Leadership questionnaire, 2017 2 nd level management Assessment Center for Leaders, 2017 4 th level management
MAHLE Automotive Industry	Evaluation with NEO PI-R Leadership questionnaire, 2016 1 st level management
URSUS Breweries	Evaluation with MLQ Leadership questionnaire, 2017 2 nd level management
Takata Automotive Industry	Evaluation with MLQ Leadership questionnaire, 2016 Executive Coaching, 2016, 2017 2 nd level management

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Bosch Drive & Control Company	Team workshop (1 group), 2016 Mixed team
Bosch Rexroth Drive & Control Company	Team workshop (1 group), 2016 Mixed team Team event (450 participants), 2016
STAR TRANSMISSION Automotive Industry	Leadership Basic (2 groups), 2016, 2017 Leadership Advanced, (2 groups), 2016, 2017 Basic Communication, (2 groups), 2016, 2017 Advanced Communication, (2 groups), 2016, 2017 Presentation Skills, (2 groups), 2016 Activity management, (2 groups), 2016, 2017 1 st Level Management, Sebes, Romania
Continental Automotive Automotive Industry	Train the Trainers (1 group), 2016 Time management (3 groups), 2016, 2017 Mixed team, Iasi, Romania
ENDAVA IT Services and support	Time management (2 groups), 2016
MSG Systems IT Services and support	Mentoring and coaching skills (1 group), 2016 1 st level management
Lukoil	Workshop “Communication and Negotiation”, 2016 Front line employees
LEONI HR department	Workshop ”Cross-cultural communication, 2017 Junior project managers
TAKATA Automotive industry	Communication skills, 2017 Front line employees

Facilitator Youth sector	
Salto-Youth Inclusion	Conference On track: Different youth approaches to different youth situations 2016, Bratislava, Slovakia
Fundacja Tkalnica Rozwoju Poland	Training Course: Better Start Coaching 2015
Via Civic Association, NGO Bulgaria	Training Course: Coaching to unleash potential 2015
Coaching 4EU Cluj-Napoca, Romania	Training Course: Personal Branding 4EUth employment 2016

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	Youth Exchange: Personal Branding for my international experience 2014 Youth Exchange: Personal Branding 4EUth employment 2013
Fundacio Catalunya Voluntaria Barcelona, Spain	Youth Exchange: Personal Branding 4EUth employment 2015
Steps for Life Romania	Youth Exchange: Treasure and Hunt your Job 2015
Support 4 Youth Development Romania	Mentoring & Life coaching (European Volunteers)