

Europass Curriculum Vitae



Personal information

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Nationality	Romanian
Date of birth	17 August 1974
Gender	Female

Professional summary

Experienced Program Manager / L&D Specialist / Senior Facilitator, Trainer & Coach, with a strong background in learning and development, project management, and stakeholder engagement. Proven ability to manage complex programs, deliver impactful training and large scale events, and drive business success through strategic planning and execution. Skilled in data analysis, communication, and operational support, with a focus on enhancing program quality and effectiveness.

- 26 years of international experience as a Program Manager, with a strong track record in designing, developing, implementing, and evaluating employee skilling initiatives across the NGO, corporate, and public sectors.
- 22 years as a Learning & Development Specialist, with expertise in training needs analysis, instructional design, content development and delivery, program evaluation, learner development planning, compliance training, onboarding processes of worldwide groups of trainers, integrating new learning technologies and inclusive approaches in education.
- 22 years as an International Senior Facilitator, Trainer & Coach, delivering training on a wide range of topics including organizational development, non-formal education methodologies, volunteer management, project design and management, training of trainers, youth work, e-marketing, public relations, entrepreneurship, personal development, teamwork, effective communication, project monitoring and evaluation, and digital tools for project management.
- 16 years of experience in Public Relations and Networking, with a focus on organizing and facilitating business and social events, leading national and international dissemination campaigns, and managing media and social media outreach.

Work experience	
Dates	January 2022 – June 2025
Occupation or position held	Regional Training Lead – EMEA – Train the Trainer / Project Manager
Main activities and responsibilities	Worldwide Learning - Start Your Journey (on-boarding) & Build Your Expertise (up-skilling and career development) Professional skills training - EMEA • Deliver virtual training courses, onsite and offsite - Training for Trainers - Core Training Skills. • Sends prerequisites and follow-up emails; record the attendance sheets; initiate surveys. • Proactively encourage registrants to take the training with timely notification prior to the workshop, record and update attendance sheet and initiate surveys. • Training preparation such as content update, registrant's profile assessment, class setup and sync up meetings with SMEs and guest speakers. • Regionalize content delivery to ensure training aligns well and is understood by audience. • Cultural delivery consideration, reference and alignment. • Delivers training WW to different cultures with consistent high impact. • Manages and streamlines onboarding for the Core Training Skills program, enabling a team of five trainers to deliver consistent and effective training. Content development • Work with the management team and global team to develop and implement learning plans and solutions. • Co-develop the process to effectively design training curriculum, learning assessments and support tools. • Recommend innovative solutions to maximize the use of systems and optimize processes to support the needs of internal customers. • Partner with team managers to receive feedback regarding learning interventions, including opportunities for improvement. • Work closely with the global design and development team to ensure that training content and materials delivered are instructionally sound for diverse learning audiences. Process accountability • Attend all meetings across time zone scheduled by leadership and other training teams • Host and facilitate meetings like brainstorming, materials sharing, training team • Use strong interpersonal and communication skills to work effectively with a wide range of managers, instructors, SMEs and internal stakeholders. • Partner with other leaders globally to share best practices, collaborate, and drive consistency across the organisation.
Name and address of collaborator	Microsoft; www.microsoft.com
Type of business or sector	Up-skilling and career development; International Training for Trainers Courses
Dates	December 2011 – present
Occupation or position held	Senior International Trainer & Coach - Trainer for the RO National Agency as active member of the Pool of Trainers for the Erasmus+ and European Solidarity Corps programmes, RO National Agency for Community Programmes in the Field of Education and Training - Trainer for SALTO-YOUTH - stands for Support, Advanced Learning and Training Opportunities for Youth. It works within the Erasmus+ Youth and the European Solidarity Corps Programmes.

Main activities and responsibilities	RO NA Trainer: organize, develop and deliver training courses, designs & agendas for the Erasmus+ and ESC Programs, for all fields (youth, school, adult education, VET) and all key actions. Training topics: Developing and writing funding proposals for all key actions, Accreditation process of organisations, Organisational development, Dissemination and exploitation of project results, Developing national solidarity projects, Digital transformation, Project management, Youth Worker, Non-formal activities design, Management of volunteers, Personal Development, NGO Set up, Coaching, Leadership, Mentoring, On Arrival Training and Mid Term Evaluation for foreign volunteers, Final Report, and Developing international strategic partnership projects. Salto trainer: provide non-formal learning resources for youth workers and youth leaders; organise and deliver training courses and contact-making activities (in person, virtual, blended).
Name and address of collaborator	Romanian National Agency for Erasmus+ programme; several European Erasmus+ National Agencies, Salto Agencies.
Type of business or sector	Training courses - international and national; Facilitation - medium and large-scale international events http://www.erasmusplus.ro/formatori / http://trainers.salto-youth.net/MihaelaAmariei/
Dates	January 2017 – December 2021
Occupation or position held	Active Member of the European Training Strategy Advisory Group - ETS AG
Main activities and responsibilities	The position was under the direct coordination of the European Commission - DG Education, Youth, Sport and Culture, unit B3. Salto conducted a selection process with over 300 applicants from all over Europe. They selected two trainers, including me, as expert trainer and practitioner in the Youth field, for my 15 years hands-on experience in the youth field and innovative ideas. My role was to: • Link my own work plans, procedures and tools with the development and implementation of the ETS measures. • Support the visibility of ETS and support the dissemination and exploitation of results of the ETS measures. • Propose potential measures to improve working efficiency; participate with various roles (facilitator, trainer, youth field expert, policy maker, consultant, participant) in national and international youth events. • Collect feedback within my national and international working groups on ETS relevant subjects and address the recommendations to the ETS Advisory Group. • Engage in strategic discussions and knowledge-sharing during DG Education's two annual in-person meetings in Brussels.
Name and address of collaborator	
Type of business or sector	European Commission - DG Education, Youth, Sport and Culture, Unit B3 and Salto T&C RC https://europeantrainingstrategy.eu/ Policy on education; Quality youth work; Capacity building.
Dates	June 2011 – present
Occupation or position held	Senior Program Manager in Skilling and Upskilling Projects
Main activities and responsibilities	Strategic Planning & Alignment • Define the vision, scope, and objectives of upskilling programs in alignment with business goals and talent strategies. • Collaborate with HR, L&D, and business leaders to identify skill gaps and future capability needs. • Prioritize initiatives based on impact, urgency, and organizational readiness. Program & Project Management • Lead the end-to-end execution of upskilling projects, including technical, leadership, and digital literacy programs. • Develop detailed project plans, timelines, and budgets. • Manage cross-functional teams Monitoring & Reporting • Track key performance indicators (KPIs) such as participation rates, completion rates, certification outcomes, and skill proficiency improvements.

	• Use data to evaluate program effectiveness and recommend improvements. • Report progress and outcomes to senior leadership and stakeholders. Stakeholder Engagement • Act as the primary liaison between business units, HR, and external learning partners. • Facilitate regular check-ins, feedback loops, and steering committee meetings. • Ensure alignment and buy-in from all relevant stakeholders. Content & Platform Oversight • Oversee the selection and integration of various learning platforms. • Ensure content is relevant, up-to-date, and aligned with industry standards and certifications. • Support the development of custom learning paths and microlearning modules. Change Management & Communication • Drive adoption of upskilling initiatives through internal campaigns, success stories, and leadership advocacy. • Support employees through transitions, especially in digital transformation or role evolution contexts. • Promote a culture of continuous learning and professional growth. Continuous Improvement • Conduct post-implementation reviews and gather feedback from learners and managers. • Stay informed on industry trends, emerging technologies, and best practices in workforce development.
Name and address of collaborator	Erasmus+ and European Solidarity Corps Programs (international NGOs, Companies, Public Institutions) https://erasmus-plus.ec.europa.eu/
Type of business or sector	Project Development, Strategic Consulting, European Funds Management; Market research, Management consultancy, Marketing and Grant projects; Project coordination, Research.
Dates	February 2008 - June 2011
Occupation or position held	Project Manager / Public Relation Expert / Trainer
Main activities and responsibilities	Manager for educational projects: • Developing relationships with partners, implementation bodies • Promoting the project internally and externally • Making quarterly reports, interim and final • Monitoring and evaluation of activities and project team • Coordination of acquisitions: request / offer, negotiating, closing contracts • Deal with crisis or unexpected events in the project PR activities: • Editing information and promotion materials • Promoting the organization in mass-media, on-line, live events • Participation in fairs, exhibitions, seminars, conferences • Developing the database: companies, NGOs, local authorities, media • Organization and coordination of fund raising events and CSR, press conferences External Collaboration and Training: • Establishing and developing contacts with other organizations worldwide • Lobbying and advocacy at national, international level • Initiate cooperation agreements and partnerships for new projects • Consultancy in writing, implementation and project management, non-refundable funds • Trainings: project management, training of trainers, entrepreneurship, PR
Name and address of employer	Pro WOMEN Foundation, Iasi (Romania)
Type of business or sector	Social NGO - Writing and implementing projects on the following fields: Social, Labour market, Gender equality, Information, Education; Consulting activities on EU funds

Dates	24 December 2005 - 01 November 2007
Occupation or position held	Sales Assistant - In-Room Dining Department
Main activities and responsibilities	• Coordinating the sales and personal activities of the department • Promoting and selling the hotel's products and services • Process payment and maintaining accountability for all financial transactions • Delegating responsibilities to my team according to the department needs • Maintaining communication with the other departments and external communication • Coordinating amenities distribution for all guests and VIP's • Regularly activity evaluation, reporting and implementing new sales strategies
Name and address of employer	The Ritz-Carlton Hotel, Grand Cayman (Cayman Islands), www.ritzcarlton.com
Type of business or sector	Hospitality industry

Dates	01 July 2001 - 16 December 2005
Occupation or position held	Promotion Director / Trainer
Main activities and responsibilities	• Events planning, organizing, selling (conferences, business meetings; brands, products & services promoting; public and corporate parties, fund raising; press conferences) • Promoting the hotel's and the Business Centre's brands and services • Promoting of brands and products/services of WTCI Clients and Members • Administration of Member's and Client's web accounts, "WTCI On-Line" on www.wtci.ro • Elaborating, managing, and implementing European projects • Elaborating, administrating, and implementing communication strategies • Developing, coordinating, and implementing public relation campaigns • Organizing and delivering trainings in e-Commerce, e-Marketing, e-Communications
Name and address of employer	World Trade Center Iasi (WTCI) - Europa Hotel 26, Anastasie Panu Street, 700020 Iasi (Romania)
Type of business or sector	NGO - Supporting SMEs in North-East Region; Business Consultancy

Dates	01 September 2000 - 30 March 2001
Occupation or position held	Marketing Officer
Main activities and responsibilities	• Promote, negotiate and finalize contracts for salary cards with legal entities • Opening and administration of client's bank accounts, individuals and legal entities • Promote, negotiate and finalize contracts for debit and credit cards
Name and address of employer	Romanian Turkish Bank S.A. (BTR), Iasi Branch, Romania
Type of business or sector	Banks and finance

Dates	01 July 1999 - 30 November 1999
Occupation or position held	Assistant Manager
Main activities and responsibilities	• Coordination of business appointments • Correspondence in Romania and United Kingdom • Human Resources related activities • Custom documentation for import-export operations
Name and address of employer	Bolero Ltd., Iasi (Romania)
Type of business or sector	Textile industry

Education and training

Dates	10 – 20 October 2013
Title of qualification awarded	Certificate of graduation for Youth Worker, accredited by ANC Romania
Principal subjects / occupational skills covered	Planning activities, Health and safety at work, Environmental protection, Teamwork, Communication with beneficiaries, Designing of Personal and Professional Development Plan, Non-formal learning among young people, Cooperation Development in communities
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Name and type of organisation providing education and training	Schultz Consulting LTD Bucharest (Romania)
Dates	August - September 2011
Title of qualification awarded	Certificate of graduation for Entrepreneurship Skills, accredited by CNFPA
Principal subjects / occupational skills covered	Entrepreneurship in the economic and social context; Ways to start a business; Research – investigation; Management and administration; Human Resources; Advertising and branding; Action Plan; Choice of business legal structure; Business Plan.
Name and type of organisation providing education and training	Corona Foundation (NGO) Iasi (Romania)
Dates	26 October 2009 - 07 November 2009
Title of qualification awarded	Certificate of graduation for Trainer, accredited by CNFPA Romania
Principal subjects / occupational skills covered	Training of trainers
Name and type of organisation providing education and training	Pro WOMEN Foundation (NGO) Iasi (Romania)
Dates	17 March 2008 - 19 April 2008
Title of qualification awarded	Certificate of graduation for Project Manager, accredited by CNFPA Romania
Principal subjects / occupational skills covered	Project cycle management; Human resources management; Time management; Project management plan, Management of problems, communication, risks, documents, quality
Name and type of organisation providing education and training	Pro WOMEN Foundation (NGO) Iasi (Romania)
Dates	15 May 2004 - 15 July 2004
Title of qualification awarded	Graduation Certificate for Communication and Public Relations
Principal subjects / occupational skills covered	Project Management; Marketing; Image and business communication; Public relations; Business promotion techniques
Name and type of organisation providing education and training	Virtual Business University, "David Ogilvy" Communication and Public Relation Faculty Bucharest (Romania)
Dates	01 September 1999 - 31 July 2000
Title of qualification awarded	Master's Degree in Quality Assurance
Principal subjects / occupational skills covered	Quality Management Specialization
Name and type of organisation providing education and training	"Gh. Asachi" Technical University Iasi (Romania)
Dates	01 September 1994 - 30 July 1999
Title of qualification awarded	Economical - Engineering Bachelor's Degree
Principal subjects / occupational skills covered	Textile- Leather Faculty, Economical-Engineering Specialization
Name and type of organisation providing education and training	"Gh. Asachi" Technical University Iasi (Romania)
Dates	01 September 1992 - 31 July 1996
Title of qualification awarded	Economical Bachelor's Degree
Principal subjects / occupational skills covered	Financial-Accounting Management Faculty, General Management Specialization
Name and type of organisation providing education and training	"Spiru Haret" University Bucharest (Romania)

Personal skills and competences

Mother tongue(s)

Other language(s)

Self-assessment

European level (*)

English

French

Spanish

Romanian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences

- Very good team spirit developed through effective collaboration with many colleagues, teachers, collaborators and partners in academia and business
- High capacity to adapt to multicultural environments, gained through work experience abroad
- Large and rapid adaptation to new working and living environments
- Involvement in volunteer and corporate social responsibility activities at home and abroad

Technical skills and competences

- Experience in installation and use of audio-visual equipment for various events
- Experience in maintenance of specialized computer programs in the areas of banking, hospitality and education

Computer skills and competences

- Extensive experience in using a variety of digital tools such as: Teams, Zoom, Moodle, HOP, Padlet, Mentimeter, QR code scanner, Etherpad, Wordwall, Wakelet, Canva, Kahoot, Actionbound, Audio & Video programs, Social Media
- Excellent use of Microsoft Office 365 suite and Google suite

Artistic skills and competences

- Social Theatre experience (script writer, role-playing and team management)

Relevant skills and competences

Participation in relevant Trainings:

- **Training courses within Microsoft, Allyis and Tech Mahindra, 2022 - 2025:** Strategic Communication, Stakeholder Management, Influence Pre work, Creative and Design Thinking, Exercise Empathy, Communicate Effectively, AI Discovery cards workshop, Tech innovation workshops, Insightful listening and situational fluency, Facilitation Skills Workshop, Essential Storytelling Workshop, MCEM Foundations: for all, Compliance, safety and GDPR trainings, AI skilling and upskilling: all courses.
- **Community Work(s) - International Mobility of Youth Workers** - training on European youth work and youth policy, community new innovative approaches, methods, analyses, plan and actions of intervention; period 19 - 26 June 2016, Slovak Republic, organiser YMCA na Slovensku.
- **„HITCHHIKER’S Guide To Become Trainer in Youth In Action“;** period 19 - 23 Feb. 2013, Romania, international training course; Covered topics: trainers going international, developing common ideas to “sell” to NAs and their TCPs (to work on needs they have identified while working with young people).
- **Training for Youth Workers**, accredited by ANC Romania. It was a 10-day TC in October 2013, for evaluating and recognising my previous experience as Youth Worker and update some competences in: Planning 'activities, Health and safety at work, Environmental protection Enforcement, Teamwork, Communication with beneficiaries, Designing of Personal and Professional Development Plan, Informing beneficiaries, Supporting non-formal learning among young people, Cooperation Development in communities.
- **Training of Multipliers** in: Managing EC project contracts, Monitoring and Evaluation International Development Cooperation, Training and Facilitation Skills, CSO Development Effectiveness, Performance Driven Project Management, Policy Coherence for Development, Development Cooperation and Body Politics, Systematisation Processes; period: April 2011, October 2011, May 2012; location: Vienna, Austria; organiser: Trialog Programme.
- **Training on Conflict Management** in working with youth and educational environment: period: 18-26 March 2010, location: Kovacica, Serbia; organiser: The Youth Dialogue Program Serbia

	– Kosovo, Youth in Action Programme • Training on Global Education and Sustainable Development: 19-26 February 2010, location: Cheile Gradistei, Romania; organiser: A.R.T. Fusion Association Bucharest, Youth in Action Programme • Regular training in project development and writing and management of Structural Funds, 2008 - present, RO • Workshop and Seminar in Six Thinking Hats, Lateral Thinking and DATT (Direct Attention Thinking Tools), Peter de Bono, Iasi, Romania, May 2002 Awards: • Third place in Scientific Research Group contest, “House of Quality –Value Analysis” theme, “Gh. Asachi” Technical University, Iasi, Romania, June 1999 • First place in Scientific Research Group contest “Quality Management” theme, “Gh. Asachi” Technical University, Iasi, Romania, June 1997 Other skills: team worker, communication and negotiation skills, initiative, perseverance, creativity, dynamism, professionalism, leadership and management skills, problem solving and conflict management skills, very good capacity of analysis and synthesis, attention to detail, capacity to collect and analyse feedback, draw conclusions and elaborate detailed reports, high resistance to stress and pressure generated by deadlines, easy to adapt to new contexts, integrates well-being in any work.
Driving licence(s)	Clean B
Additional information	References can be provided upon request.