

Europass Curriculum Vitae

Personal information



First name(s) / Surname(s) **Mihaela Amariei**
Address 176 Odei Street
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E-mail(s) mihsab@gmail.com
Nationality Romanian
Date of birth 17 August 1974
Gender Female

Work experience

Dates	01 June 2011 – present
Occupation or position held	TRAINER – Erasmus+ Programme
Main activities and responsibilities	<p>Member of the Network of Trainers, the Youth in Action Programme, National Agency for Community Programmes in the Field of Education and Training (since January 2012)</p> <p>Member of the Network of Trainers, Project: Youth Worker, Schultz Consulting Ltd. Bucharest (since September 2011)</p> <ul style="list-style-type: none"> • Organizing & delivering trainings and Developing training design & agenda in Erasmus+ Programme context: Organizational development, Dissemination and exploitation of project results, Project management, Writing funding proposals, Non-formal education methods, Management of volunteers, NGO Set up, Mentor 2B, and also the training modules On arrival Training and Mid-Term Meeting for the volunteers under European Voluntary Service (<i>under NA Bucharest - ANPCDEFP</i>) • Organizing & delivering trainings and Developing training design & agenda in Project Management, Training of Trainers, Personal Development, Public Relations and Communications, Youth Worker • Career Development Counselling: Resume and cover letter design, preparing for an interview, interviews simulation, negotiation techniques, how to find a job.
Name and address of collaborator	ANPCDEFP Bucharest, Empower Romania Association, Foundation Partners for Local Development Romania, "Alaturi de Voi Romania" Foundation
Type of business or sector	Training courses; Career counselling; www.trialog.or.at/mihaela-amariei ; www.tinact.ro/retea-formatori-cursuri http://www.erasmusplus.ro/retea-formatori-erasmus
Dates	01 June 2011 – present
Occupation or position held	Consultant on European Funds
Main activities and responsibilities	<p>Responsibilities as Consultant for managing Structural Funds projects:</p> <ul style="list-style-type: none"> • Development and writing of funding applications for grants access • Be the interface between the beneficiary and experts financing institution • Coordinating public procurement procedures for construction services, project supervisors, equipment acquisition and advertising services • Assisting the beneficiary during the conclusion of contracts, realization of payments and carry out activities in the project, in accordance with the procedures and recommendations of the financing institution • Advising the beneficiary on the technical and financial issues related to the financing contract

	<ul style="list-style-type: none"> • Advising the beneficiary in obtaining the expected results and achieving the project objectives • Additional assistance to draft the documents and / or notifications to the grant and application for approval of changes that may occur during project implementation • Preparing applications for payment and technical and financial reports • Monitoring and evaluation of project implementation
Name and address of collaborator	Advances Ltd. Iasi, Axxa Regional Management Ltd. Iasi, Corona Foundation Iasi, FPDL Bucharest http://fpdl.org/ , ADV Foundation Romania www.alaturidevoi.ro
Type of business or sector	European Funds Consultancy; Market research; Marketing consultancy and EU financed projects
Dates	01 February 2008 → 01 June 2011
Occupation or position held	Project Manager / PR Expert / Trainer
Main activities and responsibilities	<p>Responsibilities for coordinating social projects with funding from the European Union (Phare and Structural Funds):</p> <ul style="list-style-type: none"> • Coordinating the implementation of project activities • Maintaining and developing relationships with partners, stakeholders in the project, the financial and technical implementation bodies • Promoting the project internally and externally • Making quarterly reports, interim and final • Implement procedures and practices of project management • 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 • Attract new partnerships / collaborations and writing new projects <p>Responsibilities for PR activity within the organization:</p> <ul style="list-style-type: none"> • Coordination of visual identity: editing information and promotion materials, the annual activity report, website administration for www.prowomen.ro, participation in fairs, exhibitions, seminars, conferences, workshops • Centralizing the database: companies, NGOs, local authorities and national, local and national media • Organization and coordination of fund raising events and CSR (corporate social responsibility), trainings, press conferences • Participation in recruiting: publishing and dissemination of recruitment ads, centralizing and selection resumes and letters of motivation, job interviews, participation in decision-making stage for employment • Promoting the organization in mass-media, Internet, promoting events <p>Responsibilities for External Collaboration and Training:</p> <ul style="list-style-type: none"> • Establishing and developing contacts with other organizations worldwide • Lobbying and advocacy at national and international level • Initiate cooperation agreements and partnerships in projects with external financing • Activities for external customers: consultancy in writing, implementation and project management, acquisitions and identifying non-refundable funds; trainings (topics: project management, training of trainers, PR, The six thinking hats - De Bono Method),
Name and address of employer	Pro WOMEN Foundation 43, Toma Cozma Street, Iasi (Romania)
Type of business or sector	Social NGO - Writing and implementing projects on the following fields: Social, Labor 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	<ul style="list-style-type: none"> • 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
PO Box 32348, KY1-1209 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 (business meetings; brands, products & services promoting; private and corporate parties, fund raising; press conferences)
- Promoting the hotel's and the Business Center'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), <http://hoteleuropa.ro>

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
Iasi (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 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

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 economical 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 PR
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 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 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) **Romanian**

Other language(s)

Self-assessment
European level (*)

English
French
Spanish

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

Organisational skills and competences

- 12 years experience in elaborating, developing, implementing, managing, monitoring and evaluating EU projects for the Youth NGO sector, business and state actors
- 10 years experience as a trainer in organizational development, non-formal education methodology, management of volunteers, writing projects, project management, training of trainers, youth worker, e-marketing, public relations, entrepreneurial skills, personal development
- 8 years experience in Public Relations: organizing business events, social and charitable activities, public information and promotion campaigns at local and national level, fund raising and CSR (corporate social responsibility), developing relationships with local and central media
- 2 years as coordinator of the team abroad at one of the best commercial companies in the world with over 1000 employees in over 50 countries – Ritz Carlton Hotel
- 15 years experience in coordinating and managing people, projects and budgets
- 10 years experience as manager in both commercial companies and NGOs

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 and hospitality

Computer skills and competences

- Frequent use of the programs: Word, Excel, Power Point, Internet (Explorer, Opera, Mozilla Firefox), Access, Audio & Video programs, Corel Draw, Adobe Photoshop, and Adobe Acrobat
- Training in the use of the hotel industry specific software (MICROS, OPERA, RIO), January 2006 and December 2007, Grand Cayman, Cayman Islands

Artistic skills and competences

- Social Theatre experience (script writer and role-playing)

Other skills and competences

Participation in relevant Trainings:

- 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: Dialog / <http://www.dialog.or.at/mihaela-amariei>
- 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 "Methods for accessing the Structural Funds, " 2008 - present, Iasi, RO
- Regular training in writing projects and Management of Structural Funds, 2008 - present, RO

- Regular participation in specific hotel industry trainings for sales and health and safety rules, January 2005 - July 2007, Grand Cayman, Cayman Islands
- 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: very good capacity of analysis and synthesis, attention to detail, high resistance to stress and pressure generated by deadlines, communication and negotiation skills, initiative, perseverance, creativity, dynamism, professionalism, demonstrated leadership and management skills.

Driving licence(s)

Clean B

Additional information

References can be provided upon request.