

## Europass Curriculum Vitae



### Personal information

First name(s) / Surname(s)	<b>Mihaela Amariei</b>
Address	172 - 176 Binelui Road 042151, Bucharest (Romania)
Mobile	+40 744 769 018
E-mail(s)	<a href="mailto:mihsab@gmail.com">mihsab@gmail.com</a>
Nationality	Romanian
Date of birth	17 August 1974
Gender	Female

## Work experience

Dates	<b>08 January 2022 - present</b>
Occupation or position held	<b>WWL SYJ &amp; BYE Program Management</b>
Main activities and responsibilities	<p>World Wide Learning - Start Your Journey (on-boarding) &amp; Build Your Expertise (up-skilling and career development)</p> <p><b>Professional skills training</b></p> <ul style="list-style-type: none"> <li>• Deliver virtual training courses, onsite and offsite - Training for Trainers.</li> <li>• Follow up after the delivery by recording the attendance sheet and initiating surveys.</li> <li>• Proactively encourage new hires to take the training with timely notification prior to the workshop, record and update attendance sheet and initiate surveys.</li> <li>• Training preparation such as content familiarity, class setup and sync up meetings with SMEs and guest speakers.</li> <li>• Regionalize content delivery to ensure training aligns well and is understood by audience.</li> <li>• Cultural delivery consideration, reference and alignment.</li> <li>• Delivers training WW to different cultures with consistent high-impact.</li> </ul> <p><b>Content development</b></p> <ul style="list-style-type: none"> <li>• Work with the management team and global team to develop and implement learning plans and solutions.</li> <li>• Co-develop the process to effectively design training curriculum, learning assessments and support tools.</li> <li>• Recommend innovative solutions to maximize the use of systems and optimize processes to support the needs of internal customers.</li> <li>• Partner with team managers to receive feedback regarding learning interventions, including opportunities for improvement.</li> <li>• Work closely with the global design and development team to ensure that training content and materials delivered are instructionally sound for diverse learning audiences.</li> </ul> <p><b>General Accountability</b></p> <ul style="list-style-type: none"> <li>• Attend all meetings across time zone scheduled by leadership and other training teams</li> <li>• Host and facilitate meetings like brainstorming, materials sharing, training team</li> <li>• Use strong interpersonal and communication skills to work effectively with a wide range of managers, instructors, SMEs and internal stakeholders.</li> <li>• Partner with other leaders globally to share best practices, collaborate, and drive consistency across the organisation.</li> </ul>
Name and address of collaborator	Microsoft; <a href="http://www.microsoft.com">www.microsoft.com</a>
Type of business or sector	Up-skilling and career development); International Training for Trainers Courses
Dates	<b>01.01.2012 - present</b>
Occupation or position held	<p><b>Expert International Trainer and Courses Design Developer</b></p> <p>- <b>Trainer for the RO National Agency</b> 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</p> <p>- <b>Trainer for SALTO-YOUTH</b> - stands for Support, Advanced Learning and Training Opportunities for Youth. It works within the Erasmus+ Youth and the European Solidarity Corps Programmes.</p>

Main activities and responsibilities	<p><b>As RO NA Trainer</b>, I organize, develop and deliver training courses, designs &amp; 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.</p> <p><b>As Salto trainer</b>, I provide non-formal learning resources for youth workers and youth leaders and organises training and contact-making activities.</p>
Name and address of collaborator	Romanian National Agency for Erasmus+ programme; several European Erasmus+ National Agencies.
Type of business or sector	Training courses - international and national; Facilitation - small, medium and large scale events <a href="http://www.erasmusplus.ro/formatori">http://www.erasmusplus.ro/formatori</a> ; <a href="http://www.trialog.or.at/mihaela-amariei">www.trialog.or.at/mihaela-amariei</a> ; <a href="http://trainers.salto-youth.net/MihaelaAmariei/">http://trainers.salto-youth.net/MihaelaAmariei/</a>
Dates	<b>January 2017 – December 2021</b>
Occupation or position held	<b>Member of the European Training Strategy Advisory Group - ETS AG</b>
Main activities and responsibilities	<p>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.</p> <p>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.</p>
Name and address of collaborator	European Commission - DG Education, Youth, Sport and Culture, Unit B3 and Salto T&C RC <a href="https://www.salto-youth.net/rc/training-and-cooperation/trainingstrategy/">https://www.salto-youth.net/rc/training-and-cooperation/trainingstrategy/</a>
Type of business or sector	Policy on education; Quality youth work; Capacity building.
Dates	<b>02 June 2011 – present</b>
Occupation or position held	<b>Project Coordinator &amp; Consultant on European Funds</b>
Main activities and responsibilities	<p><b>Consultant:</b></p> <ul style="list-style-type: none"> <li>• Development and writing of funding applications for grants access</li> <li>• Initiating and developing partnerships at local, regional, national and European level</li> <li>• Identifying specific project evaluation methods and developing and analysing project evaluation indicators</li> <li>• Developing the monitoring and evaluation strategies of implemented projects</li> <li>• Developing intellectual products for youth and adult education: manuals, courses</li> <li>• Creating development strategies for local or regional public authorities</li> <li>• Be the interface between the beneficiary and experts financing institution</li> <li>• Advising the beneficiary on the technical and financial issues related to the financing contract</li> <li>• Advising the beneficiary in obtaining the expected results and achieving the project objectives</li> <li>• Assistance to draft the documents and / or notifications to the grant and application for approval of changes that may occur during project implementation</li> <li>• Preparing applications technical and financial reports</li> </ul> <p><b>Developing and coordinating projects under Erasmus+ programme:</b></p> <ul style="list-style-type: none"> <li>• Youth mobility projects:</li> </ul> <p>- 16 international training courses in all Europe  - trained over 443 people from European and partner countries</p>

	<p>- training topics: Innovative approach on monitoring and evaluation of youth activities, Organisational Development in the youth sector, Improving the quality of EVS projects, Volunteer's engagement in the new online era - use of digital competences and innovative online tools, Inclusion of second generation migrants, Community organising and Online communication and collaborative working tools for youth workers.</p> <ul style="list-style-type: none"> <li>Youth strategic projects. As intellectual output developer. The topics of the IOs are:</li> </ul> <p>- Online and offline Methodology and tools for youth workers on the topic of challenge management for rural youth</p> <p>- Developing Digital methodology and tools for youth workers in general and also specific curricula on 5 topics of Agenda 2023 (training courses on a Moodle platform).</p> <ul style="list-style-type: none"> <li>Adult Education strategic projects - topic: personal development</li> </ul>
Name and address of collaborator	Numerous NGOs, Companies, Public Institutions in the country and abroad
Type of business or sector	Project Writing and Evaluation Consulting; European Fund Management; Market research, management consultancy, marketing and grant projects; Project coordination
Dates	<b>01 February 2008 → 01 June 2011</b>
Occupation or position held	<b>Project Manager / Public Relation Expert / Trainer</b>
Main activities and responsibilities	<p><b>Coordinating social projects:</b></p> <ul style="list-style-type: none"> <li>Developing relationships with partners, implementation bodies</li> <li>Promoting the project internally and externally</li> <li>Making quarterly reports, interim and final</li> <li>Monitoring and evaluation of activities and project team</li> <li>Coordination of acquisitions: request / offer, negotiating, closing contracts</li> <li>Deal with crisis or unexpected events in the project</li> </ul> <p><b>PR activities:</b></p> <ul style="list-style-type: none"> <li>Editing information and promotion materials</li> <li>Promoting the organization in mass-media, on-line, live events</li> <li>Participation in fairs, exhibitions, seminars, conferences</li> <li>Developing the database: companies, NGOs, local authorities, media</li> <li>Organization and coordination of fund raising events and CSR, press conferences</li> </ul> <p><b>External Collaboration and Training:</b></p> <ul style="list-style-type: none"> <li>Establishing and developing contacts with other organizations worldwide</li> <li>Lobbying and advocacy at national, international level</li> <li>Initiate cooperation agreements and partnerships for new projects</li> <li>Consultancy in writing, implementation and project management, non-refundable funds</li> <li>Trainings: project management, training of trainers, entrepreneurship, PR</li> </ul>
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	<b>24 December 2005 - 01 November 2007</b>
Occupation or position held	<b>Sales Assistant - In-Room Dining Department</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>Coordinating the sales and personal activities of the department</li> <li>Promoting and selling the hotel's products and services</li> <li>Process payment and maintaining accountability for all financial transactions</li> <li>Delegating responsibilities to my team according to the department needs</li> <li>Maintaining communication with the other departments and external communication</li> <li>Coordinating amenities distribution for all guests and VIP's</li> <li>Regularly activity evaluation, reporting and implementing new sales strategies</li> </ul>
Name and address of employer	The Ritz-Carlton Hotel, Grand Cayman (Cayman Islands), <a href="http://www.ritzcarlton.com">www.ritzcarlton.com</a>
Type of business or sector	Hospitality industry
Dates	<b>01 July 2001 - 16 December 2005</b>

Occupation or position held	<b>Promotion Director / Trainer</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Events planning, organizing, selling (conferences, business meetings; brands, products &amp; services promoting; public and corporate parties, fund raising; press conferences)</li> <li>• Promoting the hotel's and the Business Centre's brands and services</li> <li>• Promoting of brands and products/services of WTCI Clients and Members</li> <li>• Administration of Member's and Client's web accounts, "WTCI On-Line" on <a href="http://www.wtc.ro">www.wtc.ro</a></li> <li>• Elaborating, managing, and implementing European projects</li> <li>• Elaborating, administrating, and implementing communication strategies</li> <li>• Developing, coordinating, and implementing public relation campaigns</li> <li>• Organizing and delivering trainings in e-Commerce, e-Marketing, e-Communications</li> </ul>
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	<b>Marketing Officer</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Promote, negotiate and finalize contracts for salary cards with legal entities</li> <li>• Opening and administration of client's bank accounts, individuals and legal entities</li> <li>• Promote, negotiate and finalize contracts for debit and credit cards</li> </ul>
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	<b>Assistant Manager</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>• Coordination of business appointments</li> <li>• Correspondence in Romania and United Kingdom</li> <li>• Human Resources related activities</li> <li>• Custom documentation for import-export operations</li> </ul>
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	<b>Certificate of graduation for Youth Worker, accredited by ANC Romania</b>
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
Name and type of organisation providing education and training	Schultz Consulting LTD Bucharest (Romania)

**Dates** August - September 2011

Title of qualification awarded	<b>Certificate of graduation for Entrepreneurship Skills, accredited by CNFPA</b>
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	<b>Certificate of graduation for Trainer, accredited by CNFPA Romania</b>
Principal subjects / occupational skills covered	Training of trainers
Name and type of organisation providing education and training	Pro WOMEN Foundation (NGO) Iasi (Romania)
Dates	<b>17 March 2008 - 19 April 2008</b>
Title of qualification awarded	<b>Certificate of graduation for Project Manager, accredited by CNFPA Romania</b>
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	<b>15 May 2004 - 15 July 2004</b>
Title of qualification awarded	<b>Graduation Certificate for Communication and Public Relations</b>
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	<b>01 September 1999 - 31 July 2000</b>
Title of qualification awarded	<b>Master's Degree in Quality Assurance</b>
Principal subjects / occupational skills covered	Quality Management Specialization
Name and type of organisation providing education and training	"Gh. Asachi" Technical University Iasi (Romania)
Dates	<b>01 September 1994 - 30 July 1999</b>
Title of qualification awarded	<b>Economical - Engineering Degree</b>
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	<b>01 September 1992 - 31 July 1996</b>
Title of qualification awarded	<b>Economical Degree</b>
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	<ul style="list-style-type: none"> <li>• Very good team spirit developed through effective collaboration with many colleagues, teachers, collaborators and partners in academia and business</li> <li>• High capacity to adapt to multicultural environments, gained through work experience abroad</li> <li>• Large and rapid adaptation to new working and living environments</li> <li>• Involvement in volunteer and corporate social responsibility activities at home and abroad</li> </ul>
Organisational skills and competences	<ul style="list-style-type: none"> <li>• 12 years of experience in elaborating, developing, implementing, managing, monitoring and evaluating EU projects for the Youth NGO sector, business and state actors</li> <li>• 15 years of experience as a trainer and facilitator in organizational development, developing and writing projects, project management, non-formal education methodology, management of volunteers, training of trainers, youth worker, e-marketing, public relations, entrepreneurial skills, personal and professional development</li> <li>• 10 years of experience in Public Relations: organizing business events, social and charitable public events, public information and promotion campaigns at local and national level, fund raising and CSR (corporate social responsibility), mass media relationships</li> <li>• 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</li> <li>• 18 years of experience in developing programmes, coordinating and managing people, projects and budgets as manager in private companies and NGOs</li> </ul>
Technical skills and competences	<ul style="list-style-type: none"> <li>• Experience in installation and use of audio-visual equipment for various events</li> <li>• Experience in maintenance of specialized computer programs in the areas of banking, hospitality and education</li> </ul>
Computer skills and competences	<ul style="list-style-type: none"> <li>• 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 &amp; Video programs, Social Media</li> <li>• Excellent use of Microsoft Office 365 suite and Google suite</li> </ul>
Artistic skills and competences	<ul style="list-style-type: none"> <li>• Social Theatre experience (script writer, role-playing and team management)</li> </ul>
Other skills and competences	<p><b>Participation in relevant Trainings:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• „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).</li> <li>• 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.</li> <li>• 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 / <a href="http://www.trialog.or.at/mihaela-amariei">http://www.trialog.or.at/mihaela-amariei</a></li> <li>• 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</li> <li>• 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</li> <li>• Regular training in writing projects and Management of Structural Funds, 2008 - present, RO</li> <li>• Workshop and Seminar in Six Thinking Hats, Lateral Thinking and DATT (Direct Attention Thinking Tools), Peter de Bono, Iasi, Romania, May 2002</li> </ul>

	<p><b>Awards:</b></p> <ul style="list-style-type: none"> <li>• Third place in Scientific Research Group contest, "House of Quality –Value Analysis" theme, "Gh. Asachi" Technical University, Iasi, Romania, June 1999</li> <li>• First place in Scientific Research Group contest "Quality Management" theme, "Gh. Asachi" Technical University, Iasi, Romania, June 1997</li> </ul> <p><b>Other skills:</b> 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.</p>
Driving licence(s)	Clean B
<b>Additional information</b>	References can be provided upon request.