

## Europass Curriculum Vitae



### Personal information

First name(s) / Surname(s) **Mihaela Amariei**  
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 Nationality Romanian  
 Date of birth 17 August 1974  
 Gender Female

### Work experience

<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of collaborator</p> <p>Type of business or sector</p>	<p><b>January 2017 – December 2021</b></p> <p><b>Member of the European Training Strategy Advisory Group - ETS AG</b></p> <p>Linking 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> <p>European Commission - DG Education, Youth, Sport and Culture, Unit B3 and Salto T&amp;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></p> <p>Policy on education; Quality youth work; Capacity building.</p>
<p>Dates</p> <p>Occupation or position held</p>	<p><b>01 June 2011 – present</b></p> <p><b>Expert Trainer</b></p> <ul style="list-style-type: none"> <li>- Trainer and 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</li> <li>- Trainer and project coordinator in Youth projects – Erasmus+ Programme (NGOs), RO NA</li> <li>- Trainer and member of the Pool of Trainers for the Civitas programme, under the Proedus Association of Bucharest City Hall</li> </ul>

Main activities and responsibilities	<ul style="list-style-type: none"> <li>Organizing &amp; delivering trainings and Developing training design &amp; 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, Coach 2B, Leader 2B, Mentor 2B, Socio-educational animation, Final Report, and also the training modules On arrival Training and Mid-Term Meeting for the volunteers under European Voluntary Service and European Solidarity Corps (<i>under Romanian National Agency - ANPCDEFP</i>)</li> <li>Organizing &amp; delivering trainings and Developing training design &amp; agenda in Project Management, Non-formal Education, Training of Trainers, Personal Development, Public Relations and Communications, Youth Worker (<i>wide range of contractors</i>)</li> </ul>
Name and address of collaborator	Romanian National Agency for Erasmus+ programme; Schultz Consulting LTD., Foundation Partners for Local Development Romania, "Alaturi de Voi Romania" Foundation; Atelierele Ilbah LTD, Colour your Dreams Association, Ministry of Youth and Sports.
Type of business or sector	International and national Training courses; Facilitating large and small 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>
Dates	<b>01 June 2011 – present</b>
Occupation or position held	<b>Project Coordinator &amp; Consultant on European Funds</b>
Main activities and responsibilities	<p>Specific responsibilities as Project Coordinator and Consultant:</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>Analysis of the objectives and priorities of the financier and of the rules for granting financing in correlation with the relevance of the respective project for the financier</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>Evaluation of written projects for submission by analysing the project scope and existing development strategies as well as identifying specific needs and objectives</li> <li>Developing intellectual products on various topics 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>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</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>Additional 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>
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>Responsibilities for coordinating social projects with funding from the European Union (Phare and Structural Funds):</b></p> <ul style="list-style-type: none"> <li>Coordinating the implementation of project activities</li> <li>Maintaining and developing relationships with partners, stakeholders in the project, the financial and technical implementation bodies</li> <li>Promoting the project internally and externally</li> <li>Making quarterly reports, interim and final</li> <li>Implement procedures and practices of project management</li> <li>Monitoring and evaluation of activities and project team</li> <li>Coordination of acquisitions: request / offer, negotiating, closing contracts</li> </ul>

	<ul style="list-style-type: none"> <li>• Deal with crisis or unexpected events in the project</li> <li>• Attract new partnerships / collaborations and writing new projects</li> </ul>
	<b>Responsibilities for PR activity within the organization:</b> <ul style="list-style-type: none"> <li>• Coordination of visual identity: editing information and promotion materials, the annual activity report, website administration for <a href="http://www.prowomen.ro">www.prowomen.ro</a>, participation in fairs, exhibitions, seminars, conferences, workshops</li> <li>• Centralizing the database: companies, NGOs, local authorities and national, local and national media</li> <li>• Organization and coordination of fund raising events and CSR (corporate social responsibility), trainings, press conferences</li> <li>• 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</li> <li>• Promoting the organization in mass-media, Internet, promoting events</li> </ul>
	<b>Responsibilities for External Collaboration and Training:</b> <ul style="list-style-type: none"> <li>• Establishing and developing contacts with other organizations worldwide</li> <li>• Lobbying and advocacy at national and international level</li> <li>• Initiate cooperation agreements and partnerships in projects with external financing</li> <li>• 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),</li> </ul>
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, 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 PO Box 32348, KY1-1209 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	<b>01 September 2000 - 30 March 2001</b>

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 Iasi (Romania)
Type of business or sector	Banks and finance
Dates	<b>01 July 1999 - 30 November 1999</b>
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
<b>Education and training</b>	
Dates	<b>10 – 20 October 2013</b>
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 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	<b>August - September 2011</b>
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	<b>26 October 2009 - 07 November 2009</b>
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 **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 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](http://europass.cedefop.europa.eu)

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 of experience in elaborating, developing, implementing, managing, monitoring and evaluating EU projects for the Youth NGO sector, business and state actors
- 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
- 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

Technical skills and competences	<ul style="list-style-type: none"> <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> <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 and hospitality</li> </ul>
Computer skills and competences	<ul style="list-style-type: none"> <li>• Experience in using a variety of digital tools such as: Zoom, Moodle, HOP, QR code scanner, Mentimeter, Etherpad, Wordwall, Wakelet, Canva, Kahoot, Google Drive, Padlet, Actionbound</li> <li>• Excellent use of the programs: Word, Excel, Power Point, Internet (Explorer, Opera, Mozilla Firefox), Access, Audio &amp; Video programs, Corel Draw, Adobe Photoshop, and Adobe Acrobat</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>Participation in relevant Trainings:</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 "Methods for accessing the Structural Funds, " 2008 - present, RO</li> <li>• Regular training in writing projects and Management of Structural Funds, 2008 - present, RO</li> <li>• Regular participation in specific hotel industry trainings for sales and health and safety rules, January 2005 - July 2007, Grand Cayman, Cayman Islands</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>Other skills: communication and negotiation skills, initiative, perseverance, creativity, dynamism, professionalism, demonstrated leadership and management skills, problem solving and conflict management skills, very good capacity of analysis and synthesis, attention to detail, capacity to collect feedback, draw conclusions and elaborate detailed reports, high resistance to stress and pressure</p>

	generated by deadlines.
Driving licence(s)	Clean B
<b>Additional information</b>	References can be provided upon request.