

POPESCU ALEXANDRA-IOANA

Erasmus+ Trainer

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Timisoara, Romania



Education

- **Master's Degree: Human Resources Management**
2022-2024, West University of Timisoara, FEAA
- **Bachelor's Degree: Management**
2019-2022, West University of Timisoara, FEAA
Grade: Honors -
Valedictorian - Class of 2022, Management

Skills

- Training Skills
- Management Skills
- Project writing
- Communication Skills
- Critical Thinking
- Adaptability
- Human Resources
- Acting

Languages

- Romanian - native
- English - advanced
- French - beginner



Work Experience

Trainer

Erasmus+ Youth Exchanges, Cloud Five

2022 – Present

- Currently collaborating with Cloud Five NGO - Romania in writing, organizing and facilitating Erasmus+ youth exchanges in English language for young adults between 13-30 years old on different subjects, using non-formal education methods.
- Facilitated projects in several countries such as: Romania, Norway, Nepal, Thailand, Portugal (Azores Islands), Hungary, Slovakia, Germany.

Operations Analyst

Sustainalytics

Nov 2022 - Oct 2023

- Tools: Asana, Trellis, Excel
- Store, maintain and organize training content
- Project tracking and follow-up support
- Coordinate onboarding & offboarding tasks, coordination across team members to support internal knowledge retention and task handover

Intern, Talent Acquisition

Sustainalytics

Oct 2021 - Nov 2022

- Schedule all rounds of interviews and distribute exercises to candidates for various roles
- Assist the human resources team with a variety of projects including recruiting, training, interviewing, event coordination, employee communications, process automation, diversity, equity, and inclusion (DEI) initiatives, and other areas.

Actor

Teatrul Cortina

Aug 2016 - 2021



Certificates

Specialization program - "trainer" (duration: 180 h)

Issued October 2023

ECDL Profile Certificate

Issued May 2019

Cambridge English Level 2 Certificate (Advanced)

Issued June 2018



Projects & Conferences

2023 - BCT, IHRM, BIP Szeged; 2022 - IHRM;
2021 - ONEF, BCT, HR SUMMER SCHOOL