


PERSONAL INFORMATION

Bilți Raluca-Simina



 Gelu Street, no. 1, Arad, Arad, Romania

 0743397510

 raluca_simina92@yahoo.com

Sex F

Date of birth 03.05.1992

Nationality Romanian

WORK EXPERIENCE

1.10.2017-Present
Employer Name
Main activities and responsibilities

PhD student assistant-Department of Economic Sciences

Aurel Vlaicu University of Arad , Revoluției Blvd. no. 77, Arad

- Teaching activities (seminar)

1.04.2017- Present
Employer Name
Main activities and responsibilities

Counselor- Internal Managerial Control Department

Arad County Council, Corneliu Coposu Street no. 22, Arad

- Constantly adapting and improving the Internal Managerial Control System

1.09.2015-31.03.2017
Employer Name
Main activities and responsibilities

Counselor-The national center of tourism information and promotion of Arad

Arad County Council, Corneliu Coposu Street no. 22, Arad

- Cooperation with local and regional institutions on tourism issues;
- Information on local accommodation offer;

EDUCATION AND TRAINING

2016-Present
Name and type of educational institution

Doctoral studies-Faculty of Economics and Business Administration – Field of Finance
West University of Timișoara

2014-2016
Name and type of educational institution

Master-Management and Financing in Public Administration

"Aurel Vlaicu" University of Arad, Faculty of Economic Sciences.

2014-2016 Name and type of educational institution	Master- Language and Literature. Current Trends "Aurel Vlaicu" University of Arad, Faculty of Humanities and Social Sciences
2011-2014 Name and type of educational institution	Bachelor in Economics Aurel Vlaicu" University of Arad, Faculty of Economic Sciences
2011-2014 Name and type of educational institution	Bachelor in Philology "Aurel Vlaicu" University of Arad, Faculty of Humanities and Social Sciences
2014-2015 Name and type of educational institution	Psycho-pedagogical module-level II "Aurel Vlaicu" University of Arad , Faculty of Educational Sciences, Psychology and Social Work
2013-2014 Name and type of educational institution	The psycho-pedagogical module - the initial training program "Aurel Vlaicu" University of Arad , Faculty of Educational Sciences, Psychology and Social Work
2007-2011 Name and type of educational institution	Pedagogical High School "Dimitrie Țichindeal", Arad, Social Sciences profile.

PERSONAL SKILLS

Mother tongue Romanian

Other language

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	B2	C2

Communication skills ▪ positivity

Organisational / managerial skills ▪ administrative skills

Digital competency certificate ECDL

Driving licence B

ADDITIONAL INFORMATION

Certificate of Professional Competence

05.08.2017 -Certificate of attendance for the training program **The internal managerial control system in public institutions;**

29.03.2017- Diploma graduation course **Internal Auditor of the Quality Management System** according to ISO 9001: 2015 and ISO 190011: 2011;

21.08.2015- Diploma graduation course **Human resources inspector** issued by CRFPA Mehedinti;

21.08.2015- Diploma graduation course **Trainer** issued by CRFPA Mehedinti;

02.04.2015- Diploma graduation Course Inspector for Health and Safety at Work - issued by S.C. Best Proserv Center;

14.11.2014 - Certificate for participation **in the Rhetoric Course** issued by Euro Qvorum Institute for Euro-Democracy Institute and Hanns Seidel Foundation;

21.06.2014-**Leadership Course** "We All Communicate, But Few Establish Relationships", released by PLANET PROGRAM;

13.03.2014-Certificate of graduation of the training program **Communication in the official language**, issued by the Ministry of Labor, Family, Social Protection and the elderly;

5.02.2016 - Participation and graduation diploma of the **Program of Excellence in Politics - Module of Social and Health Policies**;

2015-Certificate of attendance of Project management course organized by SC Power Net Consulting SRL and Advanced Technology Systems SRL;

31.10.2013- Qualification certificate - Commercial agent.

20.10.2018