

PERSONAL INFORMATION

Leonard-Sergiu BĂLAN



 Arad, str. Crișan, nr. 1, sc. B, et. 3, ap. 12, Arad county, Romania

 leonard_balan@yahoo.com

Sex Male | Date of birth 21.05.1976 | Nationality Romanian

POSITION

Associate Professor, Faculty of Economic Sciences, "Aurel Vlaicu" University Arad

WORK EXPERIENCE

2016-present

Chairman Risk Management Team

"Aurel Vlaicu" University Arad

- ensure the centralization, elaboration and approval within the EGR of the "Risk Register" at the university based on the risk registers elaborated by the structures within the university and in relation to the general and specific objectives;
- proposes the agenda of the EGR sessions, ensures the management of the sessions, coordinates the drafting of the minutes of the sessions, which includes the content of the debates and the decision making process, on the basis of the proposals made by the EGR components on the risk management process at the university level;
- follows and signs at the end of the year the "Final Implementation Plan of Control Measures", which includes the significant risks that will be analyzed in the Monitoring Committee and submitted for approval to the University manager.

Business or sector Education-Research

2014-2016

Deputy dean Faculty of Economic Sciences

"Aurel Vlaicu" University Arad

- plan, organize, coordinate and control the teaching at the faculty level;
- participates in the process of organizing and conducting admission;
- coordinates the implementation of the Quality Management System at the faculty level;
- participates in the activities of promoting the faculty image;
- responsible for various current actions: study contracts; catalogs; matriculation sheets; student books; equivalence; certificates.

Business or sector Education-Research

2013-present

Associate professor

"Aurel Vlaicu" University Arad

- specific teaching and training activities in the following disciplines: Management, Production Management, Sales Management, Service Management, Business Management;
- Chairman or member of bachelor / dissertation committees;
- Member of the UAV Senate, Member of the Faculty of Economics.

Business or sector Education-Research

2008-2013

University lecturer

"Aurel Vlaicu" University Arad

- specific teaching and training activities in the following disciplines: Management, Production Management, Commercial Management, Business Management;
- member in bachelor / dissertation committees;
- member of the Faculty of Economics;
- year guide.

Business or sector Education-Research

2005-2008 *University assistant*

"Aurel Vlaicu" University Arad

- specific teaching and training activities on the subjects: "Management", "Production Management", "Business Economy"; "Statistics", "Marketing";
- year guide.

Business or sector Education-Research

2002-2005 *University lecturer*

"Aurel Vlaicu" University Arad

- specific teaching and training activities on the subjects: "Management", "Business Economy", "Statistics";
- year guide.

Business or sector Education-Research

2001-2002 *Substitute teacher*

Economic College, Arad, George Enescu Square, no. 2

- specific teaching activities on the subjects: "Marketing", "Business Economy".

Business or sector Education

1999-2000 *Economist, Plan - Budgets sector*

SC Astra Travel Vans A Trinity Inc. Corporation, Calea Aurel Vlaicu 41-43 C, Arad

- collecting primary data for the main categories of budgets (general business budget, production budget, treasury budget);
- analysis and reporting statistical data

Business or sector Construction and repair of rolling stock.

EDUCATION AND TRAINING

April 2015 *Career guidance advisor*

University "Lucian Blaga" Sibiu

- Preparation of reports, preparation and administration of specific documents;
- decision making;
- development of psychoprofessiograms;
- elaboration of sociological studies; evaluation of the employees' professional component;
- interpersonal communication;
- professional counseling.

March 2015 *Trainer*

S.C. Mediasoft S.R.L. Arad

- applying special training methods and techniques;
- marketing of training;
- designing and organizing training programs / traineeships;
- evaluation, review and quality assurance of programs / training sessions.

April 2014 **Labour safety and health inspector**

S.C. Best Proserv Center S.R.L. Arad

- develop own instructions for completing / implementing health and safety regulations at work;
- draw up the action plan in case of serious and imminent danger; evidence of high and specific risk areas;
- take part in events research and keeping track of them.

May 2012 **Sales director**

Irecson Institute, Bucharest

- business environment analysis;
- developing sales strategies;
- implementing sales strategies; recruiting staff;
- setting sales targets and resources to achieve them.

May 2012 **Innovation Manager**

Irecson Institute, Bucharest

- draw up company innovation strategy;
- implement the plan for the company's innovation strategy

2005 - 2010 **Doctor in management**

West University Timisoara, Faculty of Economics and Business Administration

2003 - 2005 **Master, "Management and Financing in Public Administration"**

"Aurel Vlaicu" University Arad, Faculty of Economic Sciences

1995 - 1999 **Bachelor in Management**

West University Timisoara, Faculty of Economic Sciences - "Firm Management"

1991 - 1995 **High school diploma**

Economic College Arad

PERSONAL SKILLS

Mother tongue Romanian

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Replace with name of language certificate. Enter level if known.					
French	C1	C1	C1	C1	C1

- Communication skills**
- Ability to work with students / master students from all social and cultural backgrounds;
 - Ability to communicate effectively within the group and organization;
 - Managerial skills, relationship capacity, organizational and team spirit

- Organisational / managerial skills**
- Good organizer (faculty / department activities, admission and bachelor / dissertation committees, organizing festive graduation courses etc.)

- Technical skills and competences**
- Using office equipment (computer, printer, fax, overhead projector, etc.)

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

- Windows, Microsoft Office, Internet

- Other skills**
- Literature, music, sports (basketball)

- Driving licence** B category since 1995

ADDITIONAL INFORMATION

**Projects
Memberships**

- *"Setting up a consultancy network for Romanian-Hungarian firms TAMARO"*, Hungary-Romania cross-border co-operation program 2007-2013, period 2010-2011, value 74.056 euro, project manager Nagy Mariana.
- *"Pre-feasibility study on tourism development of Canalul Morilor "*, period 02.2009 - 06.2009, value 110.000 lei, project manager Spînu Marian-Nicu.
- Activities within the project *Transport Masterplan* - Contract no. 1192 / 04.06.2010 with Dr. Brenner Ingenieurgesellschaft MBH for HURO / 0801/081 - student coordinator (educational expert 235202).
- ERASMUS + Staff Training Mobility - mobility program for training at the Istituto Universitario della Mediazione Academy School, Napoli, Italy (09-12.05.2017).

Arad,
02.09. 2019

Signature,