

**Curriculum vitae  
Europass****PERSONAL INFORMATION****Cristina - Maria SANDA**

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[cristina\\_albescu90@yahoo.com](mailto:cristina_albescu90@yahoo.com); [cristina.sanda@uav.ro](mailto:cristina.sanda@uav.ro)

Sex Female | Date of birth 06/10/1990 | Nationality Romanian

**WORK EXPERIENCE**

01.03.2021-present

PhD Assistant Professor

Holding seminars, research activities in the field of management

"Aurel Vlaicu" University of Arad, Faculty of Economic Sciences B-dul Revolutiei, Nr. 77, Arad, Romania

Education - Research

13.11.2020-present

Assistant manager

manages the record of the documents made, is involved in solving the problems that appeared in the realization of the project during its implementation, provides support to the project team members

"Aurel Vlaicu" University of Arad, B-dul Revolutiei, Nr. 77, Arad, Romania

POCU 2014-2020, Integrated measures for the transition of students on the labor market  
"Mysmis code 132639

August 2017-12.11.2020

Maternity leave

february 2016- august 2017

Financial Administrator - Human Resources Office Payroll

Entering data into the computer, calculating salaries, checking timesheets, preparing payrolls.

"Aurel Vlaicu" University of Arad, Faculty of Economic Sciences B-dul Revolutiei, Nr. 77, Arad, Romania

Human resources

March 2014- december 2015

Secretary

	<p>Entering data into the computer, scans, word processing, keeping in touch with students, electronic correspondence, databases.</p> <p>"Aurel Vlaicu" University of Arad, B-dul Revolutiei, Nr. 77, Arad, Romania</p> <p>POSDRU Project ID 138850 ,, Counseled student - excellent future employee ”</p>
April 2013-july 2013	<p>aprilie 2013- iulie 2013</p> <p>ECONOMIST</p> <p>preparation of primary accounting documents and uploading them to SAP</p>
2011 – march 2014	<p>SC PETROSANTANDER ROMANIA SRL</p> <p>Oil industry</p> <p>2011-martie 2014</p> <p>Volunteering</p> <p>Data entry in the computer, scans, word processing, electronic correspondence, databases.</p> <p>"Aurel Vlaicu" University of Arad, B-dul Revolutiei, Nr. 77, Arad, Romania</p> <p>Higher Education</p>
EDUCATION AND TRAINING	
08.10.2020-18.11.2020	<p>Entrepreneur in the Social Economy</p> <p>Carrying out the feasibility study, Elaboration of the business plan, Business management, Elaboration of the social project of the business, Management of the social activity, Promotion of the social entrepreneurship, Representation of the organization in the external relations</p> <p>Association for the Promotion of Natural and Cultural Values of Banat and Crisana</p> <p>"EXCELSIOR"</p>
13.02.2017-13.03.2017	<p>Inspector / referent human resources</p> <p>preparation of personnel records, management of personnel records, organization of staff recruitment, administration of the personnel database</p> <p>Arad Chamber of Commerce, Industry and Agriculture</p>
19.12.2016-26.01.2017	<p>19.12.2016-20.01.2017</p> <p>Trainer</p> <p>preparation of the training program / internship, carrying out the training activities, evaluation of the training participants, preparation of the practical training</p> <p>Ministry of Education - CRFPA Mehedinti, Dr. Tr.Severin (Romania)</p>
2014-2016	<p>Master's degree</p> <p>Corporate finance</p> <p>Fiscal management of the enterprise, financial reporting, corporate governance, business strategies, fiscal harmonization.</p> <p>"Aurel Vlaicu" University of Arad, Faculty of Economic Sciences B-dul Revolutiei, Nr. 77, Arad, Romania</p>
14.04.2015-17.04.2013	<p>Training course "Career guidance counselor"</p> <p>Expert advisor</p> <p>Interpersonal communication, teamwork, time management, training activity, work sessions /</p> <p>"Lucian Blaga" University of Sibiu,</p>
16.05.2013-25.05.2013	<p>Training course</p> <p>Marketing manager</p>

<p>2012-2014</p>	<p>Marketing, management (tariffs, contracts, acquisitions) IRECSON Bucharest Master's degree Financial - Accounting Administration of the Enterprise Economics, Management, In-depth accounting, Marketing, PC operating systems, Tax audit, Project financing strategies, Financial management, Financial and monetary policies. "Aurel Vlaicu" University of Arad, Faculty of Economic Sciences B-dul Revolutiei, Nr. 77, Arad, Romania</p>
<p>01.10.2012-30.05.2013</p>	<p>Certificate of graduation from the department for the training of the teaching staff level II  Psychopedagogy of adolescents, young people and adults, Didactics of the field, Counseling and guidance, Design and management of educational programs, Intercultural education, Pedagogical practice in high school, post-high school and university education, Graduation exam. "Aurel Vlaicu" University of Arad, Faculty of Economic Sciences B-dul Revolutiei, Nr. 77, Arad, Romania</p>
<p>01.10.2009-30.05.2012</p>	<p>01.10.2009-30.05.2012 Certificate of graduation from the department for the training of the teaching staff level I Educational psychology, Pedagogical foundations. Theory and methodology of the curriculum, Theory and methodology of training. Assessment theory and methodology, Classroom management, Specialty didactics, Computer-assisted training, Pedagogical practice I in pre-university education, Pedagogical practice II in pre-university education, Graduation exam. "Aurel Vlaicu" University of Arad, Faculty of Economic Sciences B-dul Revolutiei, Nr. 77, Arad, Romania</p>
<p>2009-2012</p>	<p>Bachelor's degree Economics, Management, Accounting, Marketing, PC operating systems, Public finance, Financial markets, Financial management, Management accounting, EU law, SIAD. "Aurel Vlaicu" University of Arad, Faculty of Economic Sciences B-dul Revolutiei, Nr. 77, Arad, Romania</p>
<p>October 2011- february 2012</p>	<p>ERASMUS studies Specialization Accounting and Finance Polytechnic Institute of Leiria, School of Technology and Management</p>
<p>May 2009</p>	<p>Certified French language Intermediate language skills in French "Dimitrie Țichindeal" Pedagogical High School, Arad</p>
<p>2005-2009</p>	<p>Baccalaureate Diploma History, French, Sociology, Psychology, Economics. "Dimitrie Țichindeal" Pedagogical High School, Arad</p>

**PERSONAL SKILL**

Mother tongue(s)

Other language(s)

**Romanian**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
<b>English</b>	B1	B2	B1	B1	B1
<b>French</b>	B2	B2	B2	B2	B2
<b>Italian</b>	B2	B2	A2	A2	A1
<b>Portuguese</b>	A1	A1	A1	A1	A1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user

Common European Framework of Reference for Languages

Social skills and competences

Adaptability to some new situations, ability in interpersonal relationships, ability to work in multicultural environments, ability to work in a team, ability to relate;

- Efficient communication with the work team - marketing manager training course (tariffs, procurement contracts) and target group in 3 projects (MECAEV POSDRU / 86 / 1.2 / S / 53849, "PRACTICE TO LEARN, LEARN TO PRACTICE!" POSDRU project / 60 / 2.1/S/20143, European Project EMfEI (European Manager for Import and Export, Life Long Learning, project no. DE / 09 / LLP-LdV / TOI / 147244) and participation in 3 scientific communication sessions (Scientific Communication Session of Students "Economics - present and future", 11th edition, Arad, April 15, 2011, at the Scientific Communications Session of Students "Economics - present and future", 11th edition, Arad, May 7, 2010, Session of Scientific Communications of Students "Economics - present and future", 11th edition, Arad, March 28, 2014.

- Stimulating effective relationships with the target audience marketing manager training course, Maintaining high visibility of the portfolio of brands / brands marketing manager training course (rates, procurement contracts)

Organisational skills and competences

Skills in applying and following the rules, skills in planning the activity, skills of analysis and synthesis, ability to make practical decisions in tense situations

- Elaboration of marketing strategy and policies marketing manager training course, application of marketing budget management marketing manager training course, Entrepreneurial skills (tariffs, procurement contracts)

Technical skills and competences

Ability to handle modern office equipment (fax, xerox, scanner), photo-video.

Artistic skills and competences

Sports (fitness, basketball, volleyball).

Computer skills and competences

Operating systems: Windows; Text editing: Word, Excel spreadsheet, PowerPoint presentation, Internet and e-mail, GIS student record and data management, SAP accounting and management program.

Other skills

Discretion, loyalty.

Driving license

B

Arad, 01.03.2021

Semnătură,