

## CURRICULUM VITAE:

1. **Family name:** ADAM
2. **First names:** ANDREEA-ELIZA
3. **Date of birth:** 27.12.1983
4. **Nationality:** Romanian
5. **Civil status:** single
6. **Education:**

Institution [ Date from - Date to ]	Degree(s) or Diploma(s) obtained:
2006-2008 - The National School of Political and Administrative Studies	Master degree in Project Management
2002-2006 University of Bucharest - Faculty of Letters, International Relations and European Studies departam.	Licence in International Relations and European Studies

7. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
Romanian (mother tongue)	1	1	1
English	1	1	1
French	2	3	3

8. **Membership of professional bodies:** Centre Education 2000+, member of Soros Open Network, Bucharest-Romania

9. **Other skills:**

**Knowledge of computer packages,** ability to operate in Microsoft Word, Excell, Powerpoint (Office '97; Office 2000, Office XP); Internet Explorer and Netscape navigation abilities.

10. **Present position:** Project manager S.C. Education 2000+ Consulting S.R.L., member of Mott McDonald, Bucharest - Romania.

11. **Years within the firm:** 9 months

12. **Key Qualifications:** public relations and communication

- European Studies

- International Relations

### 13. Specific experience in the region

Country	Date from - Date to
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### 14. Professional experience

Date from - Date to	Location	Company	Position	Description
January 2007 - present	Bucharest	Education 2000+ Consulting LTD	Junior educational consultant	Responsibilities: selecting partners and administrative staff needed for project implementation, organizing meetings, participating in the implementation of complex international educational projects, taking over the reception activities: faxes, phones, mail, promoting the book and training courses offer in our network of partners; event organizer and assistant (CEDU 2000+ and UNICEF: "The EU Accession and the Change in Education"-2006, "Interculturality in education - New Concepts in the Romanian School"-2006, "The Romanian Teacher New Status" - 2006, "The Quality in Education and its Significance at the School Level"-2006) ;"Gaudeamus International Book Fair-2007, The Big Picture-2007, web-site monitoring <a href="http://www.cedu.ro">www.cedu.ro</a> , updating the electronic data base with new clients.
July 2006 - December 2006	Bucharest	Centre Education 2000+	Executive PR Assistant	Responsibilities: assistance in training, conferences and workshops organization; CEDU 2000+ representative at different events; keeping in touch with the press centres; taking over phone calls, mail and faxes; taking over the Centre's publication orders
April 2006 - November 2006	Bucharest	Centre Education 2000+	Project Assistant	Responsibilities: the coordination of "The Right to Good Administration and Small Corruption Control in Schools" project in Bucharest; keeping in touch with the media sources (publications, TV and radio stations) and the county coordinators (Sibiu, Valcea, Arges and Dolj)
November 2005 - april 2006	Bucharest	Centre Education 2000+	Marketing and communication assistant	Responsibilities: assistance in training, conferences and workshops organization ("The Programme of Teacher Training", "Mihai Viteazul" National College, Bucharest, march 2006); part in the building-up process of The Foundation for an Open Society library; translation of different documents: Romanian - English, English - Romanian; CEDU 2000+ representative at different events: Gaudeamus International Fair, XII th edition; keeping the liaison with the press; taking over phone calls, mail and faxes.

May 2005	Bucharest	Centre Education 2000+	Assistant	Project "The improvement of the school-community partnership", subcomponent "The development and implementation of the facilitation process - national phase" Responsibilities: material development and delivery
May 2004	Bucharest	The Cotroceni Museum	Assistant	Responsibilities: training, communication, PR
May 2003	Bucharest	The National Audio-Visual Committee	Assistant	Responsibilities: TV shows monitoring
May 2002	Bucharest	The Romanian National Committee UNESCO for Cultural Development	Assistant	Responsibilities: training, communication, PR

### 15. Other relevant information

Institution/Organization	Domain	Course
FDSC, Network for Democracy Programme, Bucharest 2006	Public Relations	"Lobby, advocacy and public relations in NGOs" - 2006;
The Foundation for the Civil Society Development, Bucharest, 2005	Administration	The non-gouvernemental organisations and the Local Public Administration partnership from the perspective of the Structural Funds access
The Ministry of Education and Research, Bucharest, 2002	Education	Professional English Competences Certificate
The Naational Agency for Communitary Programmes in Education and Professional Training, 2007	Project management	Leonardo da Vinci Life Long Learning Programme: multilateral projects, transfer of innovation