

Personal information

Surname / First name **Andreea Pausan**
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Work experience

Dates	March 2015-January 2018
Occupation or position held	Teaching position
Main activities and responsibilities	Advanced English / International Relations specific language
Name of the employer	National School of Political Science and Public Administration, Bucharest
Dates	June 2007-October 2008
Occupation or position held	Senior Credit and collection analyst
Main activities and responsibilities	<i>Oracle application and e-business suite</i> <i>Ensuring that customer pay their invoices on time</i> <i>Solving any issue regarding credit and support restrictions/renewal</i> <i>Collecting outstanding debts (both private and public accounts)</i> <i>Time management, negotiations and practical leadership techniques</i> <i>Keeping strict deadlines and meeting targets</i> <i>Creating and maintaining specific reports</i>
Name of the employer	Oracle Romania
Dates	December 2007 – June 2007
Occupation or position held	Front End Team Leader France
Main activities and responsibilities	<i>Smooth transition for activities from Boeblingen to Bucharest</i> <i>Strategies for achieving targets (customer response time, 25K orders prioritization, country logistics and sales coordination, internal and external communication)</i> <i>New hire induction</i>
Name of the employer	HP INVENT (GEBOC, Romania)
Dates	October 2006 –December 2007
Occupation or position held	International Operation Specialist
Main activities and responsibilities	<i>Trainer for specific programs and communication follow up (with new employees) – intensive programs</i> <i>Partner account administrator for country based orders</i> <i>Follow-up with production and delivery (logistics), claims and disputes</i> <i>Keeping very strict deadlines</i> <i>Customer satisfaction</i> <i>Business ethics</i> <i>Leadership programs</i> <i>Being part as a team acting together for the smooth delivery of assets and services</i>

Development of new training manuals and programs for new hires as well as on the job training for new activities

Ongoing site development

Name of the employer **HP INVENT (GEBOC, Romania)**

Dates September 2005-October 2006

Occupation or position held Technical documentation administrator and supplier contact

Main activities and responsibilities

Working in the energy division mainly for General Electric

Maintaining the relations with suppliers from all over the world

Responsible for timely gathering and verifying of the technical documentation for gas turbines

Taking part in command procedures, contribute to overall communication strategy, including crisis management

Managing a small team of 6 members and assuring the timely delivery of the documentation

Name of the employer **ASSYSTEM Romania, Bucharest, Romania**

Dates March 2004 – September 2005

Occupation or position held PR executive

Main activities and responsibilities

Coordinating the activity of the secretariat

Gathering relevant information and keeping up to date with legislative changes

Coordinating the visit programs for officers and other officials from various international and national institutions

Participating in twinning projects (with Spain, Finland and US) for development of the anticorruption strategy in Romania and also implementing the European aquis in the Romanian legislation.

Name of the employer **NATIONAL ANTICORRUPTION PROSECUTOR'S OFFICE , Bucharest, Romania**

Dates August 2004– August 2005

Occupation or position held Part time translator and Program coordinator

Main activities and responsibilities

Coordinating programs financed by international institutions and Romanian government

aimed at consolidating the democracy, crisis management, conflict prevention, conflict resolutions and negotiation studies in the wider Black Sea Area.

Name of the employer **NATO Studies Center, Bucharest, Romania**

Dates November 2002-February 2003

Occupation or position held Free lance English and French instructor

Main activities and responsibilities

Teaching French and English for children and adults

Name of the employer Various **schools and kindergartens around Tokyo, Japan**

Education and training

Dates: **Sept 2017 start**

Title of qualification awarded **Phd**
Principal subjects/Occupational skills covered Education Policies in Europe (focus on e-learning)
Name and type of organization providing education and training **National School of Political Science and Public Administration, Bucharest**
Dates **2014**
Title of qualification awarded certificate
Principal subjects/Occupational skills covered Trainer of Trainers
Name and type of organization providing education and training **Romanian Institute for Training**
Dates **2012**
Title of qualification awarded certificate
Principal subjects/Occupational skills covered Management and Entrepreneurship
Name and type of organization providing education and training **National School of Women Manager, Bucharest**
Dates **2003-2005**
Title of qualification awarded MA
Principal subjects/Occupational skills covered International Relations, Conflict Analysis and Resolution
Name and type of organization providing education and training **National School of Political Science and Public Administration, Bucharest**
Dates **1998-2002**
Title of qualification awarded BA
Principal subjects/Occupational skills covered Foreign Languages, Japanese-English
Name and type of organization providing education and training **Bucharest University, Faculty of Foreign Languages and Literatures (Oriental department)**

Personal skills and competences

Languages

Self-assessment

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	

English

French

Spanish

Proficient user	Proficient user	Proficient user	Proficient user	Proficient user
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user
advanced	advanced	advanced	medium	medium

Social skills and competences

Team work: I have worked in various types research teams; able to work under stress;
Worked in projects financed by:

- **BCR** (international conference on *Peace and Modernization in the Wider Black Sea Area*, Bucharest, Romania, conference organized by BSUF and the Romanian Ministry of Foreign Affairs)
- **Japan Foundation** - Japan Ministry of Foreign Affairs (series of conferences on

Computer skills and competences

Competent with most Microsoft Office programs + Oracle

Other information

Participant in recent training sessions:

- September 2008 – Time Management – TMI – Bucharest
- June 2008 – Self Leadership – TMI – Bucharest
- August 2007 – Effective Business Negotiations and Communications
- January 2007 – Soft management skills and leadership practices (by APT)
- October 2006 – SAP, Watson, Bird training, focus on customer satisfaction
- July 2006 – Belfort, France – keeping in touch with client-customer ethics
- March 2011 – DISC training – improving soft skills

Strenghts

- *high energy*
- *enthusiastic and dependable*
- *excellent in challenging and competitive environments;*
- *ability to asses risk combined with strong organizational and negotiating skills*
- *ability to communicate effectively,*
- *flexibility and adaptability*
- *experience within multicultural global environment*