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Personal information

First name(s) / Surname(s) **ROXANA CLAUDIA HERBEI**

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E-mail Red_rose_ro2000@yahoo.com

Nationality Romanian

Date of birth October 06, 1977

Gender Female

Desired employment / Occupational field Work experience

Occupation or position held **March 2015 - present**

Main activities and responsibilities Lecturer Ph. D. – Department of Mining Engineering, Topography and Construction Teaching the seminars for the following subjects: *Real state evaluation, General topography and Surveying the terrains and constructions behaviour and Real cadastre and Topographical design* for the students of the Faculty of Mines, the specialisations of: Topography, Mining constructions and Environmental engineering.

Name and address of employer UNIVERSITY OF PETROSANI

Type of business or sector Superior education

Occupation or position held **March 2008 – present**

Main activities and responsibilities Assistant Ph. D. – Department of Mining Engineering, Topography and Construction Teaching the seminars for the following subjects: *Real state evaluation, General topography and Surveying the terrains and constructions behaviour and Real cadastre and Topographical design* for the students of the Faculty of Mines, the specialisations of: Topography, Mining constructions and Environmental engineering.

Name and address of employer UNIVERSITY OF PETROSANI

Type of business or sector Superior education

Occupation or position held	March 2006 – March 2008
Main activities and responsibilities	Preparatory Ph. D. Student – Department of Topography and Construction
Name and address of employer	Teaching the seminars for <i>Real state evaluation, Mathematical cartography and Real cadastre and Topografical design</i> for the students of the Faculty of Mines and the University Technical and Administration College
Type of business or sector	UNIVERSITY OF PETROSANI Superior education
Occupation or position held	September 2005 – March 2006
Main activities and responsibilities	Primary school teacher
Name and address of employer	<ul style="list-style-type: none"> • Teaching to the third form pupils. • Elaborating the lesson plans for each school hour and sending them to my superiors.
Type of business or sector	Elaborating the term plans and sending them to my superiors. SECONDARY SCHOOL NO. 3 Paroseni
Occupation or position held	Secondary school education
Occupation or position held	September 2004 – September 2005
Main activities and responsibilities	Engineer
Name and address of employer	<ul style="list-style-type: none"> • Producing fee notes, correspondence reports and presentation within tight deadlines. • Answering telephones and taking messages. • Accomplishing and delivering all the documents needed for a company. • I am the link between the company and the banks/ the accountant. • I keep the primary accountancy. • I assist the manager in making the right decisions. • I help my colleagues in accomplishing the topographical documentations.
Type of business or sector	SC TOPOPET SA PETROSANI Engineering
Occupation or position held	July 2001 – September 2004

Main activities and responsibilities	Translator/Assistant - Project Implementation Unit To translate all the documents regarding the programs (received and sent) and all the invoices received. <ul style="list-style-type: none"> To participate in the month meetings and to do the translations for all the participants of these meetings, and to make the minutes of all these meetings. To translate the quarter reports. Keeping evidence of documents (received/sent); making reports, lists, and addresses; sending faxes, addresses. To participate to the tenders. To participate to the meetings. Producing fee notes, correspondence reports and presentation within tight deadlines.
Name and address of employer	Deliver the required reports to the CFCU, EC, MIE etc. Producing documents from hand written manuscript. Providing support to members of PIU. Making on-screen inquiries regarding project implementation sheets and engagements.
Type of business or sector	REGIONAL WATER JIU VALLEY AUTHORITY- RAAVJ Water supplying and maintaining the water and sewage installations
Occupation or position held	
Main activities and responsibilities	February 2001 – June 2001 English teacher <ul style="list-style-type: none"> To teach English the pupils of the secondary school. To do lesson plans for each English lesson and to give them to the superiors.
Name and address of employer	To do quarter plans for the English lessons and also to give them to the superiors.
Type of business or sector	SECONDARY SCHOOL NO. 4 PETROSANI Secondary school education
Period	
Qualification/diploma	2011 Ph. D. diploma – Mine, Oil, Gas
Main subjects/ professional competences	Topography, cadastre, geodesy
Name of institution	UNIVERSITY OF PETROSANI
Period	2001 – 2002
Qualification/diploma	Diploma of Master – Atrophic impact over the environment
Main subjects/ professional competences	Subject regarding the Atrophic impact over the environment UNIVERSITY OF PETROSANI – FACULTATY OF MINE
Name of institution	1996 – 2001
Qualification/diploma	Diploma of Engineer in mining surveying
Main subjects/ professional competences	Topography, cadastre, geodesy
Name of institution	UNIVERSITY OF PETROSANI – FACULTATY OF MINE
Qualification/diploma	1997 – 2000
Main subjects/ professional competences	Diploma of English teacher English language and literature, Romanian language and literature, methodics for teaching, psychology
Name of institution	UNIVERSITY OF PETROSANI – UNIVERSITARY TECHNICAL AND ADMINISTRATION COLLEGE
Mother language	Romanian
Foreign languages	

		Understanding		Speaking				Writing			
		Listening		Reading		Participation at conversation		Oral speech		Written expression	
English	(C2)	Experienced user	(C2)	Experienced user	(C2)	Experienced user	(C2)	Experienced user	(C2)	Experienced user	
French	(B2)	Independent user	(B2)	Independent user	(B2)	Independent user	(B2)	Independent user	(B2)	Independent user	

Social competences and skills	Team Spirit, capacity of adapting to new situations, good communication skills
Organizational competences and skills	Organizational Spirit
Computers competences and skills	WORD, EXCEL, POWERPOINT, OUTLOOK, ARCHICAD.
Other competences and skills	<ul style="list-style-type: none"> - English interpreter certified by the Ministry of Justice (certificate no 6512). - Real state Expert, titular member of ANEVAR (certificate no. 16906). Certificate of Trainer for trainers - issued by Ministry of Education and Scientific Research and Ministry of Labour, Family, Sociale Protection and Elder People.
Driver license	- B
Civil state:	Divorced

