

PERSONAL INFORMATION

Raluca Dovleac

 University Street [REDACTED], Petrosani, Romania

 [REDACTED]

 ralucadovleac@upet.ro

Sex female | Date of birth [REDACTED] | Nationality romanian

WORK EXPERIENCE

10.2019 – Currently

Assistant professor

University of Petrosani, Petrosani, Romania, <https://www.upet.ro/>

- Carrying out teaching activities and guiding students' projects
- Collection, management and archiving data for the research plans
- Providing guidance to students for extracurricular activities
- Conducting research and writing research papers
- Attending conferences

Business or sector education

10.2016 - 09.2019

Research Assistant

University of Petrosani, Petrosani, Romania, <https://www.upet.ro/>

- Carrying out teaching activities and guiding students' projects
- Collection, management and archiving data for the research plans
- Conducting research and writing research papers
- Attending conferences

Business or sector education

02.2016 – 11.2018

Operations manager

Swiss Integrated Services, Petrosani, Romania, <http://swissintegrated.services>

- Coordinating the team towards achieving the established objectives
- Designing and implementing strategic development activities
- Managing the portfolio of projects
- Representing the company in relation to customers
- Social marketing & public resources

Business or sector technology

EDUCATION AND TRAINING

2016 - 2019

PhD in engineering sciences

University of Petrosani, Petrosani, Romania

2013 - 2015

Master's degree in economic sciences

University of Petrosani, Petrosani, Romania

- Auditing and internal control
- Commercial and fiscal law
- Integrated accounting systems and company management

2010 - 2013

Bachelor's degree in economic sciences

University of Petrosani, Petrosani, Romania

- Strategic Management
- Quality Management
- HR management
- Marketing

PERSONAL SKILLS

Mother tongue(s) romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Replace with name of language certificate. Enter level if known.					
Italian	B1	B1	A2	A2	A2
Replace with name of language certificate. Enter level if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

- Good communication skills gained through both my experience as an assistant professor working with students and as an operation manager working closely with a small team.
- Conflict resolution skills gained through my experience of working as an operations manager

Organisational / managerial skills

- Leadership
- Decisional abilities

Computer skills

- Good command of Microsoft Office™ tools
- Ability to work with statistics software, particularly Minitab 19
- Good knowledge of web browsing

ADDITIONAL INFORMATION

Publications 14
 ISI/ ISI proceedings publications 6
 Patents 1
 Books "Quality Management – Theoretical and Practical aspects", Universitas Publishing House, 2019