

# Europass Curriculum Vitae



## Personal information

First name(s) / Surname(s) **RAKOS ILEANA - SORINA**  
Address(es) No.76/26, Tudor Vladimirescu Street, 335600 Lupeni, Romania  
Mobile Tel: 0254542580 int. 219  
E-mail nihilsinedeo\_68@yahoo.com  
Nationality ROMANIAN  
Date of birth December, 9<sup>th</sup>, 1968

## Work experience

Date	2015 - present
Occupation or position held	Assistant Professor
Main activities and responsibilities	Holding Financial Management seminars for students at enterprise specializing in Accounting, Management and Finance
Name and address of employer	<b>University of Petrosani, Adress University Street no.20, Hunedoara county, Faculty of Economics</b>
Date	2013 -2015
Occupation or position held	Asisstant of Reseat at the European Projects-Programmes Department
Main activities and responsibilities	-planning activities in all stages of the project -providing communication interface between the service providers and the finances Beneficiary -management of the information/ publicity and audit activities of the project -management of the project documents -providing the logistics necessary for the meetings of the implementation team -laying down the documents of the meeting; meeting time,etc. -laying down the progress reports of the project
Name and address of employer	<b>National Institute of Research and Development in Environmental Protection (INCDPM) Adress: Spaiul Independentei, no. 294, district 6, Bucharest, code 060031, Romania Tel: +40 021 305 26 00 Fax: +40 021 318 20 01 E-mail:incdpm@incdpm.ro</b>
Date	2001 – 2013
Occupation or position held	Referent in the European Projects-Programmes Department
Main activities and responsibilities	-planning activities in all stages of the project -providing communication interface between the service providers and the finances Beneficiary -management of the information/ publicity and audit activities of the project -management of the project documents -providing the logistics necessary for the meetings of the implementation team -laying down the documents of the meeting; meeting time,etc. -laying down the progress reports of the project

Name and address of employer      The "Valahia" University in Targoviste, Dambovita County, No. 5, Block S

2001-2010  
 Councillor in the Department of European Programs/ Prognosis and Development  
 Drawing up and implementation of projects with European and governmental finances  
 -planning activities in all on-going stages of the project  
 -providing communication interface between the service providers and the finances Beneficiary  
 -management of the information/ publicity and audit activities of the project  
 -management of the project documents  
 -providing the logistics necessary for the meetings of the implementation team  
 -laying down the documents of the meeting; meeting time, etc.  
 -laying down the progress reports of the project  
 The Town Hall of Uricani, No. 6, 1 Mai Street, 336100

2000 -2001  
 Inspector in the Administration of the State Incomes- global income taxes  
 Taking charge of the monthly accounts from the economic agents; putting documents in archive;  
 enforced carrying out  
 The Financial Department Lupeni, No. 1, AleeaPlopilor Street, 335600 (Romania)

1999 -2000  
 Substitute primary school-teacher  
 Drawing up school programs, teaching specific concepts to the 3<sup>rd</sup> grade students  
 Elementary School No. 4, Lupeni, 23<sup>rd</sup> August Street, 335600 (Romania)

1991 -1999  
 Typist- Secretary  
 -secretarial activities, computer- keeping the accountant evidence of the 239 " commercial addition"  
 Elementary accountant evidence- estimation of costs,employees- remuneration; inscribing in the  
 working books, calculation of the employees' incomes  
 Commercial Society Nova Lt. Lupeni, No. 6,Aleea Liliacului Street (Romania)

1990 -1991  
 Cashier  
 -collecting the counter-value for the sold clothing in the "Knitwear" Shop  
 I.C.S. MixtaLupeni, No. 6, AleeaLiliacului Street, (Romania)

Type of business or sector      Retail

**Education and training**

Dates      2009 up to present  
 Economical Sciences University  
 Post graduate doctorate studies

Title of qualification awarded

Principal subjects/occupational skills covered

Name and type of organisation  
providing education and training

The "Valahia" University in Targoviste  
No.2, Bd. Regele Carol

2000 -2002

Tourism and Hospitality Management  
Post- university studies in tourism domain, abilities obtained in this field  
The University in Petrosani  
No. 20, University Street, Petrosani (Romania)

1997 – 2000

Graduation certificate in The Training of the Teaching Staff Department  
Theoretical and practical training concerning teaching methods  
The University in Petrosani  
No.2, University Street, Petrosani (Romania)

Diploma – trade worker

Post-secondary education school, economical domain

Secondary Administrative Economical and Services School, Petrosani (Romania)

1983 -1987

Secondary school graduation Diploma  
Chemistry laboratory assistant  
Industrial Chemistry Secondary School, No. 2, Lupeni, 335600 (Romania)

2009

Graduation Certificate  
Training trainers  
National Council for Professional Training of Adults Bucharest

2009

Graduation Certificate  
Initiation, perfecting/ major utilization program of 50 hours in using the computer; information processing; using information and communication technology in school and business  
Informatics Training Centre

2008

Graduation Certificate  
Project Manager  
Ministry of Family and Social Solidarity and the Ministry of Education and Research

2006

Certificate  
Structural Funds for the public local authorities  
The Consulting Office for Citizens

**The Association of the Romanian Cities**

2006

Graduation Certificate  
The National Forum on "Structural Funds – a Challenge for the Romanian Cities", Sinaia

The Cities Association in Romania  
 2006  
 Participation Certificate to a professional training program  
 Implementation of projects, Project "Training at national and regional level concerning the increasing of the absorption of Structural Funds assigned through POR"  
 Ministry of European Integration  
 2005  
 Graduation Certificate  
 Management of the social services in the European Union and Romania  
 Ministry of Labour, Solidarity and Family  
 2005  
 Graduation Certificate  
 The efficient management of European Projects – Public acquisitions  
 Ministry of European Integration  
 2004  
 Certificate of Training  
 Introduction to Project Development Course  
 2004  
 Graduation Certificate  
 Local development agent in the co-sided Romania- Belgium European Project  
 October 2002 – July 2003  
 Graduation Certificate (group leader)  
 Support for initiatives and the Management of the Affair Centres – start in business  
 ANDIPRZM and Enterprise plc Great Britain  
 2003  
 Training certificate in European Affairs and the Management of the Project Stage  
 European Union Organisms and the setting –up of a project with non-refundable sum finances  
 Human dynamics Vienna  
 1994  
 Graduation Certificate  
 Architecture of the micro-systems. IBM , MS-DOS operating system  
 The advisory committee of authorized accountants  
 1994  
 Graduation Certificate  
 Training in the field of the new accounting system  
 Cultural Scientific University – Trade Union Cultural House, Tg. Jiu  
 1988 – 1989  
 Graduation Certificate  
 Cookery Art  
 Cultural Scientific University – Trade Union Cultural House, Tg. Jiu  
 1988 -1989  
 Graduation Certificate  
 Typist  
 Cultural Scientific University – Trade Union Cultural House, Lupeni  
 Ministry of Education

Level in national or international classification

**Personal skills and competences**

Mother tongue(s) **ROMANIAN**

Other language(s)

Self-assessment

*European level (\*)*

**Language**

ENGLISH

**Understanding**

Listening

Reading

**Speaking**

Spoken interaction

Spoken production

**Writing**

C2

C1

A1

A1

A2

	<b>Language</b>				
FRENCH		C2	C1	A1	A1
					A2

Social skills and competences	Communicative, sociable, great team spirit, unselfish
Organisational skills and competences	Good initiative spirit, leadership, good organiser, high capability of working in stress conditions, availability for prolonged effort
Technical skills and competences	
Computer skills and competences	European Passport in using the computer – ECDL Info Centre 98
Artistic skills and competences	
Other skills and competences	
Driving licence	Driving Licence – Category B

**Additional information**