**R E S U M E**

**Personal data:**

*Name:* Ada Bianca Anastasiu

*Place and date of birth:* Cluj-Napoca, September 26, 1976

*Adress:* Cluj-Napoca, Unirii str. 17 / 34

*Phone:* 0264-547960 *Mobile:* 0747-751035

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**Education:**

* Babes-Bolyai University Cluj-Napoca 2010-2012

Faculty of Psychology and Educational sciences Master’s degree in Psychology

* SNSPA Bucharest, Faculty of Communications and Public Relations “David Ogilvy”, Master’s degree in Project Management 2007-2009
* Babes-Bolyai University Cluj-Napoca 2003 - 2008

Faculty of Psychology and Educational sciences Psychology

* Babes-Bolyai University Cluj-Napoca 1995 - 1999

Faculty of Economics Branch: Banks & Stock exchange companies

* Gh. Sincai High school Cluj-Napoca 1991 - 1995

Specialization Mathematics - Physics - English

**Work experience:**

* TEI Independent Translations ONG ian 2013-prez.

Independent Translator - translating ecologic agriculture books from English to Romanian

* La Settima Soglia, Italy ONG dec.2012, feb. 2013

Interpreter for the Romanian workshops

* Project Rainbow Association ONG mar 2012-dec2012

Coordinator, Lector - coordinating projects, lecturing

* SC Star Broker de Asigurare srl Insurance broker Iul. 2011 – prez.

*Insurance broker -* selling insurance, coordinating agents team

* SC ASTRA Insurance SA Insurance company Feb. 2007 – Iul. 2011

*Economist -* accounting, financial reports Feb. 2007-Sept. 2009

*Damage department assistant -* assistance for the Inspectors Sept. 2009-feb. 2010

*Insurance inspector -* selling insurance, coordinating agents Mar. 2010-iul. 2011

* SC IDS Consult SRL Financial consulting Iun. 2006 – Feb. 2007

*Financial consultant:* - financial analysis, project management, financial reports

* SC Omniasig – AGI SA Insurance company Feb. 2002 – Oct. 2005

*Economist*: - primary and financial accounting, PC operating

 - writing financial reports and making economic analysis

* SC Eurobrokers Group SA Insurance broker Aug. 2000 – Ian. 2002

*Broker* and *Assistant Manger* : - selling life ( AIG, Generali) and non-life insurance

- coordinating and training teams

- office work: managing contracts and clients, keeping data-basis, writing reports

* SC Medianet publishing SA Media company Oct. 1998 – Jan. 1999

*Reporter* : - finding interesting subjects and writing articles in “Monitorul de Cluj”

**Foreign languages:**

English - very well French - well

Italian – medium Spanish - beginner

**Personality features:**

intelligence, creativity, dynamism, communication and negotiation skills, adaptability, well organised and determined

**Other achievements:**

Driver’s Licence April 1998

English knowledge certificate June 1995

English proficiency certificate July 2009

PC operating skills: Microsoft Office (Word, Excel, Power Point), Accounting programs

Trainer certificate April 2012