

CURRICULUM VITAE

PERSONAL INFORMATION

Name **POP SILVANA LUCIA DANIELA**
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Nationality Romanian
Date of birth 30TH JANUARY 1983

WORK EXPERIENCE

- Dates (from – to) October 2007 - present
- Name and address of employer ALBA ProjectManagement Romania SRL
62A Sos. Nordului, ap. 10J, district 1, Bucharest
- Type of business or sector Project Management - Real Estate
- Occupation or position held Office Manager - Branch Office Cluj-Napoca
- Main activities and responsibilities

- Dates (from – to) October 2007 - present
- Name and address of employer Deutsches Kulturzentrum Klausenburg (German Cultural Center Cluj-Napoca)
- Type of business or sector Culture and Education
- Occupation or position held German Teacher
- Main activities and responsibilities German courses for companies (e.g. IQuest)

- Dates (from – to) 2004 - present
- Name and address of employer freelancer
- Type of business or sector Translations
- Occupation or position held Translator
- Main activities and responsibilities German and English translations for several companies (e.g. Canah International SRL, Euro Vest GmbH)

- Dates (from – to) 2002 - 2007
- Name and address of employer freelancer
- Type of business or sector Education
- Occupation or position held German and English Teacher
- Main activities and responsibilities German and English tutoring for children, youngsters and adults

EDUCATION AND TRAINING

- Dates (from – to) 2006 - 2007
- Name and type of organisation providing education and training Babeş-Bolyai University Cluj-Napoca, Faculty of Letters
- Principal subjects/occupational skills covered Intercultural Studies (German-Romanian)

<ul style="list-style-type: none"> • Title of qualification awarded • Level in national classification (if appropriate) 	<p>M.A. Diplomă de masterat</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and type of organisation providing education and training • Principal subjects/occupational skills covered 	<p>2006 - 2007 "Julius-Maximilians" University Würzburg DAAD Scholarship (DAAD – German Academic Exchange Service) Philology of German as a Foreign Language</p>
<ul style="list-style-type: none"> • Title of qualification awarded • Level in national classification (if appropriate) 	<p>Diploma of Post-Graduate Studies Abschlussdiplom Aufbaustudiengang</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and type of organisation providing education and training • Principal subjects/occupational skills covered 	<p>2002 - 2006 Babeş-Bolyai University Cluj-Napoca, Faculty of Letters German and English</p>
<ul style="list-style-type: none"> • Title of qualification awarded • Level in national classification (if appropriate) 	<p>B.A. Diplomă de licență</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and type of organisation providing education and training • Principal subjects/occupational skills covered 	<p>April 2005 – August 2005 Potsdam University ERASMUS Scholarship German and English</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and type of organisation providing education and training • Principal subjects/occupational skills covered 	<p>October 2004 – March 2005 "Julius-Maximilians" University Würzburg DAAD Scholarship (DAAD – German Academic Exchange Service) German and English</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and type of organisation providing education and training • Principal subjects/occupational skills covered 	<p>1998 - 2002 "Samuel von Brukenthal" High School Sibiu Specialization: Informatics</p>
<ul style="list-style-type: none"> • Title of qualification awarded • Level in national classification (if appropriate) 	<p>Baccalaureate Baccalaureate</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and type of organisation providing education and training • Principal subjects/occupational skills covered 	<p>1999 - 2000 Youth for Understanding Exchange Student in Dortmund, Germany</p>

**PERSONAL SKILLS
AND COMPETENCES**

*Acquired in the course of life and career
but not necessarily covered by formal
certificates and diplomas.*

MOTHER TONGUE

ROMANIAN, GERMAN

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

ENGLISH

VERY GOOD

VERY GOOD

VERY GOOD

FRENCH

GOOD

GOOD

GOOD

DUTCH

BASIC

BASIC

BASIC

SOCIAL SKILLS

RELIABLE, DETERMINED, MOTIVATED, INDEPENDENT, CONVERSATIONAL SKILLS, EMPATHY

AND COMPETENCES

*Living and working with other people, in
multicultural environments, in positions
where communication is important and
situations where teamwork is essential
(for example culture and sports), etc.*

ORGANISATIONAL SKILLS

Able to determine and set priorities, oriented towards solving problems, effective and efficient,
punctual

AND COMPETENCES

*Coordination and administration of
people, projects and budgets; at work, in
voluntary work (for example culture and
sports) and at home, etc.*

TECHNICAL SKILLS

MS OFFICE, INTERNET

AND COMPETENCES

*With computers, specific kinds of
equipment, machinery, etc.*

OTHER SKILLS

2001 – Cambridge Advanced Certificate in English

AND COMPETENCES

2002 – Deutsches Sprachdiplom Stufe II (German Language Diploma from the Goethe Institute)

Competences not mentioned above.

2006 – Authorized Translator, Romanian Ministry of Justice

DRIVING LICENCE(S)

B category

ADDITIONAL INFORMATION

REFERENCES:

ALBA PROJECTMANAGEMENT ROMANIA SRL (021 - 2331191) – MR. MARTIN KOCHER – CEO, MS.
RALUCA BURCA – OFFICE MANAGER BUCHAREST

CANANH INTERNATIONAL SRL (021 212 04 71) – MS. OANA SUCIU, BUSINESS DEVELOPMENT MANAGER