

Anca Manuela Lungu

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Education

2008 – 2009	Master of Arts in <i>Multicultural Studies</i> , Faculty of European Studies, Babes-Bolyai University, Cluj Napoca
2006 – 2008	Master of Arts in <i>Human Resources Management</i> , Faculty of European Studies, Babes-Bolyai University, Cluj Napoca
2002 – 2006	Bachelor of Arts in <i>English and Norwegian, Language and Literature</i> , Faculty of Letters, Babes-Bolyai University, Cluj-Napoca
1998 - 2002	'Elena Ghiba Birta' National College, Arad <ul style="list-style-type: none">• Final grade: 9.55• TOEFL Certificate (Test of English as a Foreign Language)

Scientific Activity

January- June 2007	Steps to Success - Course organized by the British Council Romania and the Romanian English Teachers Association <p>I have actively participated at the workshops and seminars gaining a lot of knowledge on organizational issues, class management, assessment and effective and modern teaching techniques</p>	<i>British Council, Cluj-Napoca</i>
2004	Summer Course in Norwegian Language and Literature <p>The interaction with other international students who study Norwegian culture and language has been a very enriching experience</p>	<i>University of Agder, Norway</i>
2003	The Students' Scientific and Communication Session <p>Distinguished with a special mention for the study: <i>The Relationship between Norway and the European Union</i></p>	<i>Babes-Bolyai University, Cluj Napoca</i>

Work Experience

March 2011- Present	Authorized Translator for ILANG Translating texts and documents for EU projects from the following languages into Romanian: Danish, Swedish, Norwegian, English	ILANG, Cluj, Romania
August 2009- July 2010	Teacher Assistant at Rønningen Folkehøgskole, Oslo Norway. Norwegian Language and Culture teacher at the International Class	Rønningen FHS, Oslo, Norway
March 2008- February 2011	Support Representative for the Scandinavian Department of the <i>Baar et Co.</i> - Translating texts from Norwegian, Swedish and Danish into Romanian and English	<i>Baar et Co.</i> , Norway
January-May 2008	Junior Consultant - an internship programme for Human Resources services at <i>Adecco</i>	<i>Adecco</i> , Cluj-Napoca Romania
2006 - 2008	Customer Service Assistant for the Norwegian Department at <i>Netex</i> , Cluj-Napoca <ul style="list-style-type: none"> • Responsible with maintaining a good relation with all the Norwegian customers of the company • Authorizing credit-cards, intermediating the relation between suppliers and clients • Translating different documents and sites into Norwegian 	<i>Netex</i> Cluj-Napoca Romania
2005	Translator for <i>The Life You've Always Wanted</i> , by John Ortberg, a self-development book (292 pages, ISBN: 978-973-88209-1-3).	<i>Majesty Press Publishing House</i> , Romania
2004 – 2005	Teacher Teaching English at high school level during the pedagogy module. Teaching introductory courses for the Norwegian Class at the Faculty of Letters.	<i>Babes-Bolyai University</i> , Cluj-Napoca

Volunteer Work

2010-present	Member of GRSP Society, member of Education and Research Department, main areas of interest: International Development Public relations /communications, Human resources.	<i>GRSP Society</i>
2008-present	Member of a NGO working on educational projects for visually impaired children and students.	<i>Pontes Organization</i>
Summers of 2008, 2009, 2010	Member of the International YMCA Volunteer Team, taking care of the organizational structure of the summer youth hostel (Rønningen Vandrerhjem, Oslo)	<i>YMCA, Rønningen Vandrerhjem, Oslo</i>
2006-2008	Member of a NGO focused on dealing with Pain Management in different Hospitals in Cluj-Napoca, offering counseling and support to children and their parents	<i>Little People Organization</i> , Cluj-Napoca

2000 – 2002	Translator for multiple children's books from English into Romanian	<i>The Children and the World Foundation, Arad</i>
1999-2003	Interpreter for teams of doctors from the United States, in a project of humanitarian work, in different parts of the country	

Other Skills

Computer Skills	Editing Microsoft Word documents, Excel Preparing presentations in PowerPoint Wordpress
Personal Skills	Good ability for team and independent work Capable of adopting a number of duties Enthusiastic, organized, communicative and positive-thinking Passionate reader
Foreign Languages	English – fluent Norwegian – fluent French – Advanced Swedish – Beginner Spanish – Beginner

Reference List:

Randi Høgh, Inspector, Rønningen Folkehøgskole, 41474080
Vidar Skagen, Hostel Manager, Oslo Rønningen Vandrerhjem, 92697665