


PERSONAL INFORMATION

Anna Plotnic



 70-72, Mehedinti, Cluj-Napoca (Romania)

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Sex Female | Date of birth 19/06/1986 | Nationality Romanian

WORK EXPERIENCE

03/2015–04/2016

Administrative Translator Officer

S.C. Fujikura Automotive Romania SRL
18 Streiului Street, Cluj-Napoca (Romania)

- Translating technical documents from Romanian to Russian; on-demand Russian/Ukrainian to Romanian translations
- Managing visiting professional groups from Russia and Ukraine
- Teaching training courses and presentations to visiting staff from Ukraine
- Daily and weekly technical reports

Business or sector Automotive

09/2012–10/2012

Translator

SDL Language Weaver, Cluj-Napoca (Romania)

- Translating services for IT-related projects from English to Russian

05/2008–09/2008

Sales Assistant

Jon's shop– Work & Travel, Hampton Beach (U.S.A)

- Eyewear department

EDUCATION AND TRAINING

10/2014–Present

Master's Degree

Babes-Bolyai University, Faculty of Environmental Sciences and Engineering, Department of Environmental Sciences, Cluj-Napoca (Romania)

Specialization: Risk management and Environmental Security

04/2016–04/2016

Environment Responsible training

Glia Center & Glia Training, Cluj-Napoca (Romania)

Certificate of participation

03/2016–03/2016

Waste Management training

Glia Center & Glia Training, Cluj-Napoca (Romania)

Certificate of participation

10/2010–07/2014

Bachelor's Degree

Babeş-Bolyai University, Environmental Science and Engineering, Environmental Engineering, Babes-Bolyai University, Cluj-Napoca (Romania)

Environmental engineer

"Alpha" certificate of Russian Language, awarded by Specialized Foreign Language Department Faculty of Letters, Babes-Bolyai University, Cluj-Napoca

Studied subjects: Environmental Chemistry, Environmental Physics, Mathematics, Basis of Environmental Engineering, Statistics, GIS, Meteorology, Microbiology, Mechanics, Engineering geomorphology, Ecology, Graphics, Law and Environmental Policies, Waste Management, Air Decontamination Techniques, Water Treating Techniques, Sensors in Hydro-technical Design and Construction, Unconventional Energies, Risk Management, Soil of Materials, "Green" Chemistry, Investigation of Environmental Factors, Land Use Planning Environment, Elements of Electrical Engineering and Electronics, Management of Emergency Situations, Instrumental analyses.

03/2010–04/2010 **Advanced Training Courses in Massage (Infants, Curative)**

"Padalco Victor II" School, Chisinau (Moldova)

Certificate in Massage

01/2010–03/2010 **Massage with Bases of Kinesiotherapy Training**

"Padalco Victor II" School, Chisinau (Moldova)

Certificate in Massage with Bases of Kinesiotherapy

09/2005–06/2009 **Bachelor's Degree**

Technical University of Moldova, Technology and Management in Food Industry, Food Industry Department, Chisinau (Moldova)

Food Industry engineer

Level 4 Cook Certificate awarded by the Technology and Management in Food Industry Faculty, Technical University of Moldova, Chisinau

Studied subjects: Chemistry, Physics , Mathematics, Computer Science, Engineering Graphics, Element Electrical and Electronics, Quality management, Quality Control , Microbiology, Biochemistry, Basis of nutrition, Mechanics, Legislation and Policy.

09/2002–06/2005 **Baccalaureate Certificate**

"Ion Creangă" Grammar High School, Philology, Hirbovăt (Moldova)

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Russian	C2	C2	C2	C2	C2
	"Alpha" certificate of Russian Language, awarded by Specialized Foreign Language Department Faculty of Letters, Babes-Bolyai University, Cluj-Napoca				
English	B2	B2	B1	B1	B1
	Self-evaluation				
French	B1	C1	A2	A2	B1
	Self-evaluation				
Italian	B1	B2	A2	A2	A2
	Self-evaluation				

Ukrainian	C1	C1	A2	A2	A1
Self-evaluation					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Teamwork and communication skills acquired through different international experiences (SUA, Italy, Bulgaria, Russia, Poland) and through social, technical and environment projects in Romania and The Republic of Moldova

Organisational / managerial skills Experience in managing both small and large projects (for some of them - over 600 people involved)

Job-related skills Excellent know-how when applying environmental theoretical concepts; good stress and pressure management

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Independent user

Digital competences - Self-assessment grid

Self-evaluation

Software
 -MS Office - Word/Excel/ PowerPoint;
 Quantum GIS
 Autocad 2d
 Aloha

Other skills Sport:
 2000 – 2004 – Aneni-Noi County first place at gymnastics, Republic of Moldova)
 2000-2005 – Girls High school Basketball team at "Ion Creanga" High School – 2 Times County champions, Aneni Noi County, Republic of Moldova
 2006 – 2008 – Member of the Girls University Basketball team - Technical University of Moldova, Technology and Management in Food Industry, Chişinău (Republic of Moldova)
 -Skydiving
 - 2005- 2009, Moldavian traditional popular dancing - Technical University of Moldova, Technology and Management in Food Industry, Chişinău (Republic of Moldova)

Driving licence B

ADDITIONAL INFORMATION

Workshop **08.12.2014 ANTARCTICA DAY**
 Romanian polar research – Past, present and future
 The Romanian Academy – Research Project: "Nutritional and Behavioral Evaluation in extreme conditions " – Case study: East Antarctica

Presentations **October 2014**

Presentation held for the National Commission for Research

Research Project: "Nutritional and Behavioral Evaluation in extreme conditions " – Case study: East Antarctica

July 2014

Bachelor's Degree Thesis - Environmental Science and Engineering University, Environmental Engineering Specialization, Babes-Bolyai University, Cluj-Napoca, Romania

"Groundwater quality analysis near the 'Tântăreni' waste dump" – supervisor Dr. Arghiuș Viorel

July 2009

Bachelor's Degree Thesis - Technical University of Moldova, Technology and Management in Food Industry,

Food Industry Department, Chisinau, Republic of Moldova

"The impact of industrial processing on the bioavailability of nettles and wild garlic" – supervisor Lect. asist. Nicolaev Olga

Volunteering

October 2014

Project: "Recycling, Recreating, Responsibility " – "The Florești Association", Florești, Cluj-Napoca, Romania

Involved in: Knowledge sharing about the project including selective collection, creative recycling

April 2014

Project: "Plant your own future", TerraMont Carpat N.G.O.

Mărișel, Cluj County, Romania

Involved in: planting saplings

Professional student practice

07/2013

Laboratory work - Monitoring of drinking water from Hunedoara city and other towns in the Hunedoara County. Water quality parameters collection and analysis "Apaprod Company" Hunedoara.

08/2012

Drinking water legislation and know-how - Wastewater treatment plant in Chisinau, Republic of Moldova,

Ministry of Environment of the Republic of Moldova.