

## PERSONAL INFORMATION

## Laura TURDEAN

**Address** Oradea, RO-410327, Romania

**Email** [Laura.turdean@gmail.com](mailto:Laura.turdean@gmail.com)

**Sex** Female | **Date of birth** 13/09/1982 | **Nationality** Romanian and Hungarian

## WORK EXPERIENCE

02/2024 - present

**Freelancer: English-Romanian, Hungarian-Romanian Translator / Communications Specialist**

01/09/2023 – 25/02/2024

**Teacher of Foreign Languages (English and French)**

Technological High-school no. 1, Valea lui Mihai / Șusturogiu Secondary School (Școala Gimnazială "Benedek Elek", Cetariu), Bihor County, Romania

- Devising the Didactic Plan for the 2023-2024 school year for English (A2, B1, B2 levels) and French (A1, A2 levels)
- Preparation and delivery of several types of lessons (teaching, fixation, evaluation, creative, skills development - listening, reading, speaking, writing) according to the curriculum and the level of students
- Preparation of lesson-support materials (Canva presentations, online tests and quizzes Google Forms, Menti, etc.)
- Monitoring students' progress, evaluation and feedback;
- Participation in methodological and scientific activities (workshops, pedagogical circles, etc.).

**Education**

15/01/2021 – 15/02/2024

**Marketing and Communications Specialist**

"Milvus Group" Association

B-dul 1 Decembrie 1918, nr. 121, Tîrgu Mureș, 540445, România

<https://pajisti.milvus.ro/en>

- Devising and implementing the communications plan for the project "*Improving Agri-Environmental Policies through Participatory Research and Civic Engagement*"
- Content Creator, Copywriter, PR and Social Media Manager: writing and creating content for the project [website](#) and social media (Facebook, Instagram and [Youtube](#)), SEO, writing press releases, giving interviews for the press, monitoring media coverage;
- Doing research for articles about nature conservation – mainly about the habitat of grasslands - and writing reports about the activities of the project: sociological research, agri-environmental schemes, field trips, environmental education etc.
- Organising 3 environmental seminars and a creativity competition for undergraduate and postgraduate students in Romania, co-organising and co-hosting the awards gala event;
- Writing activity reports on environmental education and communications (creating Google Analytics/GA4, Meta Insights and Youtube Analytics reports).

**NGO sector / Ecology and nature conservation**

03/05/2018 – 30/06/2023

**Marketing and Communications Specialist**

Milvus Transilvania Vest Association (a member of "Milvus Group" Association)

Str. Carpați nr. 1B, bl. PB36, et. II, ap. 9, RO-410334 Oradea, Romania,

[www.dropia.eu](http://www.dropia.eu)

- Devising and implementing the communications plan for ROHU-14 project;
- Content Creator, Copywriter, PR and Social Media Manager: writing and creating content for the project [website](#) and social media (Facebook, Instagram and Youtube), writing press releases, giving interviews for the press, monitoring news media coverage, creating Google Analytics, Meta Insights and Youtube Analytics reports, Newsletters, SEO;
- Doing research for articles about nature conservation - mainly about the Great Bustard (*Otis tarda*) - and writing reports about the activities of the project: field trips, surveys, environmental education etc.
- Researching the local cultural, historical and natural values: writing a themed routes booklet and text for 23 information boards, selecting the appropriate images;
- Translating and proofreading from Romanian into English, Hungarian into Romanian (e.g. Milvus Group 25 Years Report).

**NGO sector / Ecology and nature conservation**

04/08/2008 – 30/12/2019

**Assistant Manager**

S.C. Kühn &amp; Partner Romania S.R.L. / S.C. Nos Trans S.R.L.

Str. Calea Aradului, nr. 23, Bl. P64, ap. 39, RO-410223, Oradea, Romania, [www.machine-saver.ro](http://www.machine-saver.ro)

- Front office and secretarial duties;
- Negotiation and sales of various used industrial machines and commercial vehicles (including exports to non-European buyers);
- Account Manager for various clients, suppliers, leasing companies and banks;
- Creating reports on sales, existing stock of vehicles, fees and commissions etc.;
- Marketing: designing the content and the structure of the new [webpage](#), creating product announcements on the website of the company and various international websites;
- Translations from and into: English, French, Hungarian, Romanian, Spanish (including written correspondence and verbal communication);
- Organising 3 recruitment campaigns for a digital marketing officer.

[Business consulting and management / Sale of machines and vehicles](#)

10/2007 – 04/2008

**Au-pair**

Mrs. Maxine Davies,

1A Cambridge Road, East Twickenham, TW1 2HN, Middlesex, United Kingdom

- Looking after an 8 year-old little girl and household duties.

[Childcare](#)

12/2004 – 09/2007

**Scholarships Responsible Officer**

University of Oradea, International Relations and European Integration Department,

Str. Universitatii, nr. 1, Oradea, RO-410087, Romania, [www.uoradea.ro](http://www.uoradea.ro)

- Researching and disseminating various scholarship and fellowship opportunities to students;
- project manager assistant for three international summer schools.

[Education](#)

10/2005 – 09/2006

**Teacher of English – Internship**

for students of International Relations and European Studies – beginners' level

University of Oradea, Faculty of History, Geography and International Relations,

Str. Universitatii, nr. 1, Oradea, RO-410087, Romania, [www.uoradea.ro](http://www.uoradea.ro)

- meeting the objectives of the 2005-2006 didactic plan, designing lesson plans;
- developing the students' English language listening, speaking, reading and writing skills.

[Education](#)

09/2001 – 08/2002

**Teacher of Foreign Languages (English and French)**

Craidorolt Primary and Secondary School,

Craidorolt, RO-447105, jud. Satu Mare, Romania

- meeting the objectives of the 2001-2002 didactic plan, devising lesson plans;
- developing the pupils' English and French listening, speaking, reading and writing skills.

[Education](#)**EDUCATION AND TRAINING**

02/2007 – 07/2007

**Erasmus Postgraduate student**

University of Salamanca - Faculty of Geography and History, Spain

- Culture and Mindset in the Medieval Ages, History of Spanish Contemporary Art, Aesthetics, Photography, History of Pre-Spanish America

10/2006 – 01/2007

**Postgraduate Studies – Master Programme in Euroregional Studies**

Not completed

University of Oradea - Faculty of History, Geography and International Relations, Romania

- European Bodies and Institutions, Anthropology, Project Management

10/2002 – 07/2006

**Bachelor of Arts**

University of Oradea - Faculty of Letters, Romania

- French and English literature and language studies (Phonetics, Lexicology, Semantics, Morphology), Linguistics, Translations and conversation, Aesthetics

10/2002 – 03/2005

**PR responsible, Trainer, Project Manager, Vice President for External Relations, Project Coach**

AIESEC Oradea, Romania / international, student-run NGO

- Leadership skills, planning, evaluation, team management, project management, change management, marketing (targeting, research, PR, advertising, product development, selling, customer care, branding), recruitment, selection, assessment, motivation, facilitating and training skills, presentation, communication skills.

09/1997 – 07/2001

**Highschool Diploma**

National College “Doamna Stanca”, Satu Mare, Romania

- Foreign Languages (French and English).

**PERSONAL SKILLS**

Mother tongue(s)  
Other language(s)

Hungarian and Romanian

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
	English	C2	C2	C2	C2
French	B1	C1	B2	B1	B1
Spanish	B1	B1	A2	A2	A2

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

**Communication and Marketing skills**

- Very good Marketing and communication skills gained through my experience in 11 years work experience in business and sales, project manager assistant for three international summer schools, in NGO and grassroot organisations
- Experience in organic digital campaigns in both private and non-profit sectors.

**Organisational / managerial skills**

- Very good organisational skills (I've been very good at planning and organizing my own tasks, but also at ensuring that other co-workers, partners, and colleagues are following the making progress when working together.)

**Job-related skills**

- good command of vocabulary in English and Romanian related to nature conservation, environmental education, and business, particularly sales (I translated texts written by conservation experts and wrote awareness-raising articles. helped me to learn more technical terms. As for the business sector, I was involved in the entire sale process – from promotion to closing deals – issuing contracts, invoices -, and after-sales tasks, such as deliveries, feedback and occasional check-ins for new potential sales.);
- good command of quality processes (As part of the ISO quality management system that we have implemented at KuP / Nos Trans, I was responsible for dealing directly with partners and customers.).

**Digital skills**

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

Levels: Basic user - Independent user - Proficient user  
[Digital competences - Self-assessment grid](#)

#### Microsoft Excel and Outlook – Advanced level Certificate (2008)

- very good command of Microsoft Office (Outlook, Word, Excel, PowerPoint);
- very good command of Canva;
- fairly good command of video editing software (Filmora) gained as communications responsible at Milvus Transilvania Vest Association.

Driving licence No

#### ADDITIONAL INFORMATION

**Publications** Several articles published in: Zile și Nopti Oradea (RO), Körösök Völgye magazine (HU-RO) *Rosia Montană: A Family. A century. A Story* (from the private photo archive of the Bocaniciu family), Editura ARA – Arhitectură. Restaurare. Arheologie, Bucharest, 2019 (researcher)  
L. Turdean: *Trails in the Realm of the Great Bustards in Salonta* (A Guide to Themed Routes), Oradea, 2023, ISBN 978-973-0-38351-5 (translator)  
L. Turdean: *Drumetii în tinutul dropiilor de la Salonta* (Ghidul rutelor tematice), Oradea, 2023, ISBN 978-973-0-38349-2 (author)

**Honours and awards** ▪ 1st prize “No leash for the press [RO: Presa fără leșă]” 2015, category: investigation, feature article – by Romanian Academic Society (SAR)

**Courses** ▪ Media and Intercultural Dialogue, summer course (2005)  
▪ Regional and Euroregional Structures Efficiency in the Area of the New EU Border, summer course (2006)  
▪ Coursera MOOCs: History from 1700 – the Modern World, Language of Hollywood, Fantasy and Sci-fi, Modern and Postmodern, Democratic Development, How to Change the World, Big History

**Certifications** ▪ French and English translator authorisation issued by the Romanian Ministry of Justice (2009)  
▪ Attendance certificate: Film directing workshop organized by the French Cultural Institute (2009)  
▪ Permaculture Design Course (2015), Engaging Social Innovators for Resilient Communities (2016)

#### ANNEXES

I can provide copies of documents, and publications upon request.