

Curriculum Vitae

MOISA DORINA-MARINELA

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Nationality: Romanian

Date of birth: 1.04.1975

Work experience

- August 2008 – onwards

International Relations officer at Alexandru Ioan Cuza University of Iasi, Romania Faculty of Economics and Business Administration

- Responsible with the Erasmus+ programme in the Faculty of Economics and Business Administration (teaching and staff assignments, student mobility, placement mobility, conclusion and renewal of bilateral agreements);
- Responsible with the international programmes in which the faculty is involved, such as the scholarship programme “Eugène Ionesco” awarded by Agence Universitaire de la Francophonie (correspondence and set-up of necessary documents for candidates; welcome, follow-up and support of the scholarship beneficiaries;
- Contact person for the European projects Erasmus Mundus (Al-Idrisi I and II, Emerge, Eden, Ianus I and II, Silkroute) – preparation of documents, liaison person between the central department of International Relations, the management/teaching staff of the faculty and the foreign candidates; member in the EM Al-Idrisi I project;
- Responsible with the correspondence in English/French/Romanian with the faculty’s partners (universities, students, companies, etc.)
- Initiation, support and promotion of the international cooperation (promotion of study programs, programs in English, joint or double-degree developed with foreign partners, writing, translating and updating the flyers/brochures/study guides of the faculty;
- Responsible with the visiting professors of the faculty (welcome, trip formalities, accommodation, payment, translation/interpretation activities);
- Participation to the organisation of different scientific events (international conferences GEBA 2010-2017, the Seminar for Pedagogical Transfers in 2010, HUMINT International Weeks);
- Translator/interpreter on the occasion of events organised by the Faculty (meetings of the management board of the faculty with foreign delegates and guests, interpreter in the European doctoral project PAIDEIA).

- May 2007-August 2008

Education

- 1994 – 1998

Bachelor of Arts, Alexandru Ioan Cuza University of Iasi, Faculty of Letters, Romania

- main courses: French language and literature, English language and literature, Linguistics, Translation and interpretation Seminars

Training

- Date: 25 – 29 June 2018

Training course: staff training mobility

Organizer: College of Polytechnics, Jihlava, Czech Republic

- Date: 14 – 23 May 2018

Training course: staff training mobility

Organizer: Shizuoka University, Japan

- Date: 4 – 8 September 2017

Training course: staff training mobility

Organizer: University of Macedonia, Thessaloniki, Greece

- Date: 20 May – 2 June 2017

Training course: staff training mobility

Organizer: Hankuk University of Foreign Studies, Seoul, South Korea

- Date: 20 – 24 June 2016

Participation at the project **Best practices exchanges for internationalization of higher education** developed by Lucian Blaga University of Sibiu and University College of Southeast Norway and financed through the EEA Financial Mechanism

- Date: 14-15 November 2016

Training course: staff training mobility

Organizer: University of Perugia, Italy

- Date: 16 – 20 May 2016

Training course: staff training mobility

Organizer: University of Sarajevo, Bosnia and Herzegovina

- Date: 31 August – 4 September 2015

Training course: staff training mobility (EEA grant)

Organizer: University of Liechtenstein, Liechtenstein

- Date: 22 - 26 June 2015

Training course: staff training mobility

Organizer: University of Economics, Cracow, Poland

- March 2015 - beneficiary of a one-month Erasmus Mundus Al-Idrisi scholarship at Université Abdelmalek Essaadi, Tétouan, Morocco
- October 2014 - participation in the dissemination seminar for the Tempus project OIPULES, University Saint-Joseph, Beyrouth, Lebanon
- September 2014 – participation in the dissemination seminar for the Tempus project OIPULES, University of Alexandria, Egypt
- Date: 23 - 27 June 2014

Training course: staff training mobility

Organizer: Polytechnic University of Cartagena, Spain

- November 2013 – participation to the Seminar for International Administrators organised by University of Konstanz and the region Baden-Wurttemberg, Germany
- Date: 1 – 5 July 2013

Training course: staff training mobility

Organizer: University of Rijeka, Croatia

- Date: 24 June – 3 July 2012

Training course: staff training mobility

Organizer: Université de Poitiers, France

- Date: 8 – 16 July 2011

Training course: staff training mobility

Organizer: Universidade Nova de Lisboa, Portugal

- Date: 9 – 16 July 2010

Training course: staff training mobility

Organizer: Università degli Studi di Roma "La Sapienza", Italy

- Date: 7 – 12 September 2009

Training course: staff training mobility

Organizer: Georg-August University of Göttingen, Germany

- Date: 16 – 22 July 2009

Training course: UNISO (L'Université dans la société) – university summer school

Organizer: Université "Jules Verne" de Picardie, Amiens, France

Involvement in other projects

- Expert in the Project "Quality Assurance in international master programmes: the development of the national framework for its harmonization with the European Environment of Higher Education" (*Asigurarea calității în*

Învățământul masteral internaționalizat: dezvoltarea cadrului național în vederea compatibilizării cu Spațiul European al Învățământului Superior - ASIGMA) – project financed through the Social European Fund within the Sector Operational Programme for the Development of Human Resources 2007 – 2013;

- Expert in OIPULES Tempus Project (dissemination seminars at Université Saint-Joseph, Beyrouth, Lebanon and University of Alexandria, Egypt) - September and October 2014;
- Expert in the Erasmus KA102 Project “Creating an International Semester for Master Programmes in Quantitative Finance” (INTQUANT) – 2014-2017;
- Manager in my university of the Erasmus+ KA2 project ICMED (starting with January 2018).

Personal skills and competences

- Date: 2008 - onwards

Authorized Translator and Interpreter for French and English, Issuing Institution: Ministry of Justice, Bucharest, Romania

- In January 2013, February 2014, January 2015, January and December 2016, January 2018 - Invited lecturer at Institut des Risques Industriels, Assurantiels et Financiers, Niort, University of Poitiers, France (5h workshop on the benefits of international mobility to the students' personal development). Organizer: IRIAF, Niort, France

Mother tongue: Romanian

Foreign languages:

English: C2 (Experienced User); French: C2 (Experienced User); Spanish: B1 (Intermediate level)

Social skills and competences

- excellent communication skills and good ability to adjust to different multicultural environments gained during meetings/discussions (international workshops and conferences, visits of foreign professors, European projects) or throughout the mobility exchanges I took part in;
- excellent ability to initiate and maintain good working and social relationships with people of different national and cultural backgrounds gained through my work experience with Romanians and foreigners (correspondence as well as direct or indirect interaction);
- ability to motivate and persuade students about the benefits of an international mobility for their future career and personal development, developed through my discussions with both Romanian and foreign students;
- resourceful team player who excels at building trusting relationships with colleagues and all kinds of management levels;
- ample social capacities and facilities to initiate, communicate, interact and maintain positive social relationships with others in work and life;
- enthusiastic, eager to meet challenges and quickly assimilate new concepts.

Organisational skills and competences

- Problem-solving attitude;
- Excellent organisational spirit and sense of responsibility acquired during my work with many persons and documents;
- Capacity to coordinate projects (Erasmus+ and Erasmus Mundus projects at faculty level, the Seminar for Pedagogical Transfer jointly organised with CIDEGEF, the international conferences of the faculty, HUMINT and INTQUANT International Weeks).

Technical skills and competences

- Excellent mastering of the programs Word, Excel and PowerPoint (developed during the presentations performed and the daily office tasks)

Other skills and competences: Literature and Philosophy (ex: Amin Maalouf, Elif Shafak, Anna Gavalda, Lucian Boia, Andrei Plesu, Paul Ricoeur), Intercultural Communication, Personalism Philosophy, Cooking; Travels