

PERSONAL INFORMATION



Balteanu Mihaela-Iulia

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✉ balteanu_iulia@yahoo.com

Sex Female | Date of birth 11/07/1984 | Nationality Romanian

PROFESSIONAL EXPERIENCE

August 2013 - Present

Local functionary of the Cultural and Consular Sectors of the Embassy of Brazil in Bucharest

Embassy of the Federative Republic of Brazil in Bucharest

40 Aviatorilor Ave., Sector 1, Bucharest, 011863, Romania

Organizing the Portuguese language and Brazilian Culture Sessions, teaching Portuguese language, Romanian-Portuguese translations, developing cultural projects in collaboration with other institutions/organizations, update the official pages, creating content for the official pages and teaching materials, processing visas, issue travel documents, legalization and authentication of documents, customer support, editing official correspondence: telegrams, verbal notes, letters, faxes, e-mail, organizing events, conference participation and creating reports.

[Consular and Cultural Sector](#)

January 2013 – June 2013

[Customer Account Administrator Services](#)

Hewlett-Packard Romania

6 Dimitrie Pompeiu Ave., Sector 2, Bucharest, 020337, Romania

<http://www8.hp.com/ro/ro/home.html>

Processing B2B orders of complex configuration products – servers, customer service, maintain the customer-logistics-supplier communication, archive services, invoicing, translations, meetings participations with customers or sales agents local or international, monthly reports. I left the job after 6 months due to the job opening at the Embassy of Brazil in Romania.

[BeNeLux Department \(Netherlands/Norway\)](#)

April 2011 – March 2012

[Mathematics Teacher – GMAT/GRE/SAT Test](#)

MBA House São Paulo

245 Fiandeiras Street, – Vila Olímpia, São Paulo, SP, 04545-001, Brazil

<http://www.gmat.com.br/unidades/sao-paulo/>

Teaching Mathematics for professionals aiming to pursue an MBA in USA, tutoring for GMAT, GRE, SAT tests, creating teaching content for the students, participating in education fairs in the city of São Paulo, recommendation letters for the universities, on-line classes for students located abroad, on-line one-to-one tutoring. References from MBA House can be obtained from the Heads of the school – Marcelo Ambrozio and Viviene Wright on request.

- September 2010 – March 2013 **Translator/Interpreter Romanian-Portuguese
Federal Police of São Paulo**
2050 Salgado Filho Ave., Jardim Maia, Guarulhos, SP, 07115-000, Brazil
<http://www.ifsp.jus.br/guarulhos-info/>
Legalized translations of legal official documents in/to Romanian in/to Portuguese, consecutive or simultaneous interpretation in the legal court.
- May 2010 - March 2011 **Administrative Assistant English/Portuguese/Romanian
BMW Visas**
43 São Luís Ave., São Paulo, SP, 01046-000, Brazil
<http://www.bmwvisas.com.br/>
Processing documents, customer care, agenda, scheduling, editing legal documents in Portuguese and English, editing official correspondence: verbal notes, letters, fax, e-mail, organizing events.
- September 2009 – March 2010 **Private Tutor English/Romanian/Mathematics**
Private tutoring of Romanian, English and Mathematics for 5th to 12th grade students in Brasov, Romania.
- September 2008–September 2009 **Quantitative Economics Research Assistant
University of Alicante**
Campus San Vicente del Raspeig, 03690 San Vicente del Raspeig, Alicante, 03690, Spain
<http://fae.ua.es/FAEEnglish/program-overview/#>
Quantitative data processing, research.
- January 2008 – July 2008 **Junior Accountant
Sturke and Associates – International Accounting Office**
The Livery, 209 Cooper Ave, Suite 11, Upper Montclair, NJ, 07043, SUA
<http://www.sturckecpa.com/>
Processing monthly and yearly accounting balances, tax income declarations for the 2007-2008 fiscal year.
- September 2003 – July 2007 **Junior Accountant
Cardinal S.R.L.**
53 De Mijloc Street, Brasov, 500063, Romania
Processing monthly and yearly accounting balances.

EDUCATION AND TRAININGS

- October 2013 – October 2018 **PhD Candidate in political Sciences**
National School of Political Sciences and Public Administration – SNSPA – Bucharest
Political Sciences, International Relations. Thesis title “The analysis of the public and international cooperation policies against the cocaine trafficking networks on the African Route South America – European Union via Brazil and West Africa”
- October 2013 – July 2015 **Master in Diplomacy and International Negotiations**
National School of Political Sciences and Public Administration – SNSPA – Bucharest

- October 2011 – July 2013
 Diplomacy – theory and practice, International Relations Theory, Security Studies, International Negotiations, International Relations History.
 Dissertation title “The analysis of the public policies against cocaine trafficking networks on the Andean States – Brazil route. Interregional cooperation policies.”
Master in International Relations and European Integration
 National School of Political Sciences and Public Administration – SNSPA – Bucharest
 European Studies, European union Institutions, International Public Law.
 Dissertation title: “Diplomatic relations Romania – Federative Republic of Brazil. Culture and criminality in São Paulo state.”
- September 2007 – July 2008
Completion Certificate – port-University studies in Psychology
 Bloomfield College, New Jersey, USA
 Rational Emotional Behavioral Therapy, Training Certificate from Ellis Institute – New York, USA
- October 2003 – July 2007
Bachelor Degree in Economics
 University of Transilvania from Brasov, Economics Faculty
 Accounting, Statistics, Financial Mathematics, Internal Audit, Companies Evaluations.
- October 2003 – July 2007
Teaching Training Certificate
 University of Transilvania from Brasov, Psychology and Pedagogy Faculty
 Education Sciences, Pedagogy, Methodology, Psychology.
- September 1999 – July 2003
High-School Diploma
 „Andrei Şaguna” High-School of Brasov
 Mathematics, Physics.

PERSONAL SKILLS

Mother Tongue(s) Romanian

Other known languages

	COMPREHENSION		SPEAKING		WRITING
	Listening	reading	Participation in conversations	Oral discourse	
Portuguese	C2	C2	C2	C2	C2
Authorized Translator/Interpreter Certificate issued by the Ministry of Justice on 22/01/2014					
English	C2	C2	C2	C2	C2
TOEFL certificate from 09/05/2009					
Spanish	B2	C1	B1	B1	C1
n/a					
Italian	B2	C1	B1	B1	B2
n/a					

Levels: A1/2: Basic User - B1/2: Independent User - C1/2: Experienced User
 European framework for foreign languages

Communication skills

Good communication skills in Romanian, Portuguese and English gained during the study and work abroad periods in various areas, including the official written communication as well as the oral one, using juridical, economical and scientific language. The ability of easily communicate my point of view in other languages, using the appropriate and official vocabulary, adapted to the communication’s field, written and oral.

- Organizational/Managerial skills
 - Ability to perform more tasks from different areas, simultaneously (I work in two separate sectors of the Embassy);
 - Punctuality;
 - Fulfill the deadlines;
 - Adaptability to new situations.
- Skills acquired at the work-place
 - A good knowledge of the Brazilian legislation, culture and history;
 - Ability to synthesize, analyze and clearly communicate information;
 - Ability to make public presentations.
- Software skills
 - Microsoft Office™ (Word, PowerPoint, Excel, Outlook);
 - Internet Research
 - Accounting software; SAP, ProSeries, CielContab and IntegratorSoft.
 - Social media: Facebook, Instagram, LinkedIn for institutions etc.
- Other skills
 - Organizing events
 - Translator/Interpreter services
 - Voluntary Services for SMM Brazil, BARONG Brasil, SOSDignity Brasil and Canal*Motoboy Brasil.

ADITIONAL INFORMATION

- Seminaries
 - Participation at the International Communication Colloquium and Culture in European Romania (CICCRE) Timisoara with the presentation „A imigração romena dos anos '30 no Brasil – Um encontro de civilizações” – Timisoara, Romania – 15-16 of June of 2018;
 - Participation at the Conference „VI Encontro Paulista de DST/AIDS – Resposta Paulista Frente às DST/AIDS: da Prevenção à Cura” – São Paulo, Brazil – 13 of September of 2016;
 - Participation at the Conference „Oficina sobre DST para as ONG's do Município de São Paulo” – São Paulo, Brazil - 22 of August of 2016;
 - Participation at the Conferences „Perspectivas para além do proibicionismo: drogas & sociedade contemporânea” organized by the Study Group on Drugs and Society – São Paulo, Brazil – 11 of September – 4 of December of 2015;
 - Participation at the Preparatory Meeting for the 2nd Academic Summit UE-ALC (26-27 of May of 2014), Bucharest;
 - Participation and the Seminary “Transnational Contemporary Topics: South-American Immigration– The Trafficking in Persons and Refugees” – 10 of June of 2010 – USP, São Paulo, Brazil;
 - Participation at the Regional Seminary “O Enfrentamento ao Tráfico de Pessoas: Desafios e Possibilidades”, 22-23 of September of 2010, São Paulo, Brazil.
- Publications
 - Article „A imigração romena dos anos '30 no Brasil – Um encontro de civilizações” – in the CICCRE volume published by the University of Szeget, Hungary, to be published in June of 2019;
 - Brazil – an emergent actor – European Journal of Latin American Studies, 2015, Vol. 3, Nr. 2, ISSN: 2286-0053
 - *The Federal Republic of Brazil* – European Journal of Latin American Studies, 2014, Vol. 2, Nr. 2, ISSN: 2286-0053
- Distinctions
 - Erasmus Scholarship, September 2005 – February 2006, University G. D'Annunzio, Pescara, Italy;
 - Bloomfield College Scholarship, September 2007 – July 2008, Bloomfield College, NJ, USA;
 - Second Prize at the Economic Informatics Contest IntegratorSoft, May 2007.
- Affiliations
 - Member of the Institute of Latin-American Studies (ISLA) - SNSPA, Bucharest
- References
 - Prof. Univ. Dr. Iordan Gheorghe Barbulescu
 - E.S. Eduardo Augusto Ibiapina de Seixas - Ambassador
 - E.S. Raymundo Santos Rocha Magno – Ambassador
 - Augusto César Teixeira Leite – 1st Secretary
 - E.S. Stefan Mera - Ambassador