



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s)

Diaconescu Alexandra

Address(es)

No. 64, Matei Basarab Street, block 110 L, sector 3, Bucharest

Telephone(s)

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E-mail

alexandra_nechita@yahoo.com; aanechita@gmail.com

Nationality

Romanian

Date of birth

April 4 th 1987

Gender

Feminin

Desired employment / Occupational field

Research assistant in project "Miximizing the integration capacity of the European Union (MAXCAP)"

Work experience

Dates

01.10.2014 – present

Occupation or position held

University assistant

Main activities and responsibilities

-Holding seminars on "Writing and implementing projects funded by UE"; "Vocational Counselling and Career Development"; "Public Policies"; "Psychological Research".

Name and address of employer

NSPSA (National School of Political Science and Administration) - Faculty of Political Science

Type of business or sector

Education, Training, Policymaking, Think Tanks, Discrimination.

Dates

31.11.2011 – 31.03.2014

Occupation or position held

Coordinator's assistant for Evaluation and Public Policy - Expert term in POSDRU 107/1.5/S/82729

Main activities and responsibilities

- Participation in the management activities;
- Making a comparative study on existing national approaches in the Member States of the European Union in combating social exclusion of Roma;
- Establish an electronic database (online) documentation and research resources in the field: research, best practice manuals, analysis, research, strategies developed both nationally and internationally;
- Develop and disseminate 5 documents containing analyzes and policy proposals developed during workshops on the 5 dimensions;
- Carrying out studies, analyzes of the impact of projects implemented to date in Romania and an evaluation of the outcomes and results of these projects;
- Internal monitoring of the project.

Name and address of employer

NSPSA (National School of Political Science and Administration) - Faculty of Political Science

Type of business or sector

Education, Training, Policymaking, Think Tanks, Discrimination.

Dates

01.02.2013-01.06.2013

Occupation or position held

Coordinator Expert of Constitutional Forum

Main activities and responsibilities

- Co-author of the Report of the Constitutional Forum 2013;
- We provided logistics in achieving over 50 debates in Bucharest and in the country;
- We have organized events at the Romanian Senate in partnership with the Canadian Embassy, Italian Embassy in Bucharest and Venice Commission attended and organizations such as: FES Romania, Transparency International Romania, Foundation for Civil Society Development.

Name and address of employer

Pro-Democracy Association - Bd. Mărășal Al. Averescu, no. 17, Pavilion F, fl.3, Bucharest, sector 1, 011454

Type of business or sector	Nongovernmental, non-profit and non-partisan active in civic participation, education and increasing democratization.
Dates	1.02.2012 – 1.03.2012
Occupation or position held	Co-author of the "Delta Warning Report - Children's Health in the Danube Delta"
Main activities and responsibilities	Participation in the drafting of the evaluation report to the health of children in remote areas of the Danube Delta to support GlaxoSmithKline in partnership with the Centre for Sustainable Policies Ecopolis, Ministry of Education, Youth, Sports and the Ministry of Health. Contributing at SPSS analysis of information obtained from the field;
Name and address of employer	Save the Danube Delta Association - Constantin Sandu Aldea St, No 22, Sector 1, Bucharest, 012063
Type of business or sector	Environment and biodiversity Danube Delta, nongovernmental and nonprofit sector.
Dates	1.03.2012 – 31.07.2012
Occupation or position held	Short term expert
Main activities and responsibilities	Application of internal monitoring tools and reporting interim / final activity, initiate, if necessary, corrective measures; Developing online platform by registering input from research institutions, public and private, unrelated cancers;
Name and address of employer	NSPSA (National School of Political Science and Administration) – Povernei street, no. 6, sector 1, Bucharest.
Type of business or sector	Education, Training, Policymaking, Think Tanks.
Dates	15.09.2013 – 15.10.2014
Occupation or position held	Policy Researcher in project "Towards a green economy with low CO2 emissions"
Main activities and responsibilities	Develop analytical report after receiving completed questionnaires. It will be published online on partner sites ("rays of direction and socio-economic environment in Romania") - Zero Emission Development Guide - guide public policy for civil society - Provide support in order to develop the methodology for monitoring public policies in sectors such as Energy, transport and environment. - Provide support to elaborate their position paper on improving the implementation of public policies in order to achieve the objectives assumed by Romania in Europe 2020 - Support in organizing and participating in the development of working groups at their meetings and workshops organized within the project and the national conference;
Name and address of employer	Terra Mileniul III Foundation in partnership with the Swiss Intermediate Body for Swiss-Romanian Cooperation Programme
Type of business or sector	Eco-Education, Training, Foundations, Policymaking, Think Tanks.
Dates	01.03.2011 – 01.09.2011
Occupation or position held	Expert / Manager assistant
Main activities and responsibilities	In-depth interviews with people with disabilities with the purpose of integrating them socio-professionally on the labor market. Implementation of two projects financed with European funds, POSDRU framework, the four regions of the country. Involvement in project logistics and in the preparation of European Commissions final report. Processing of the collected data, transition into digital format and interpretation of the open questions from the questionnaire. Analysis of project results from psychological perspective and presentation of a final conclusion. Interviewing candidates, preparing profiles and presenting the shortlist to the Client. Managed and coordinated all communication with the client company and with the candidates involved in the recruitment project, including interview schedule and feedback. Writing descriptive personalized reports. Presenting the synthetic results most frequently to the top management representatives. Individual feedback with the participants.

Name and address of employer	CREFOP Foundation (Resource Center Central for Education and Training) – Elena Cuza Street, no. 4, Bucharest, www.crefop.ro
Type of business or sector	Education, Training, Foundations, Associations, Government, PolicyMaking, ThinkTanks.
Dates	24.09.2009 - 24.04.2010
Occupation or position held	Structural Funds Referent
Main activities and responsibilities	Elaborate the project: identifying and analyzing requests for proposals launched, identifying new opportunities for project development in accordance with relevant guidelines and project idea. Documentation to achieve project: identifying application consistent legislation, analyze the context of the project and financial conditions in accordance with the customer's financial ability. Establish funding application documents required depending on the activity covered by the project and the project financing line, respecting the legislation in force; Identification of target groups, make suggestions for activities and establish the necessary partnership Establishing partnerships and considering the initial team composition specialized area of each member. Development project: collecting information from partners, drafting chapters and annexes of the application form, writing the final form of the project in accordance with those presented in the application form, according to Applicant's Guide and send the final form of project contracting authority
Name and address of employer	CT Tehnologi Terramed – No. 2, Unirii Boulevard, mezzanine, Sector 1, Bucharest.
Type of business or sector	Audit, Consulting, Drafting/implementing structural proposal.
Dates	1.08.2007 – 01.09.2009
Occupation or position held	HR Consultant
Main activities and responsibilities	Handled projects from specialists to middle. Assure the necessary support for the business development plan of the company. Identify potential candidates in accordance with job description. Posting positions to the internet. Arrange interview schedule, ensuring office diary is also updated. Provide positive/negative feedback to candidates. Write candidate reports and correspondence. Complete reference checking for all candidates. Interviewing candidates, evaluating their suitability, preparing profiles and presenting the shortlist to the Client. Update all applications for projects that are running on the official sites, consulting with clients about project proposals, preparing feasibility studies and business plans in areas such as agriculture, environment, tourism, human resources. Filling in applications for funding and the necessary guide. Cash-flow processing. Maintaining a contract with Greek company Mentoring Consulting Group. Managing recruitment for positions: secretary, translator and accounting positions within the organization and redistribution. Primary accounting, billing, and preparation of the ITM, Health, Pension House, Unemployment, 100, 300 statements. Japanese food wholesale distribution, commercial supplies from Germany. Organization Japanese-themed evenings for Japanese investors in Romania.
Name and address of employer	Centrul de Consultanta si Instruire Interlex , Address: no.3-5, Vasile Conta Street, 1 st floor, Sector 2 Bucharest, www.interlex.ro
Type of business or sector	HR, Consulting, Client Services.
Education and training	
Dates	2013 - progress
Title of qualification awarded	Ph.D. Candidate
Principal subjects/occupational skills covered	Social Capital, Transition, Deindustrialization, Overcome unemployment/ Sociological Survey.
Name and type of organisation providing education and training	NSPSA (National School of Political Science and Administration) – Doctoral School/Department of Sociology
Level in national or international classification	Ph.D.
Dates	2010 - 2012
Title of qualification awarded	Master - Public Policy and European Integration (Project Manager)

Principal subjects/occupational skills covered | Drafting applications, European Union Policies, EU globalization.

Name and type of organisation providing education and training | NSPSA (National School of Political Science and Administration) - Faculty of Political Science

Level in national or international classification | Master

Dates | 2007 - 2010

Title of qualifications awarded | Bachelor degree - Psychology and Organizational Psychology

Principal subject/occupational skills covered | Recruitment and personnel selection in the organization, Organizational Psychology, Statistics.

Name and type of organisation providing educations and training | University of Bucharest - Faculty of Psychology and Educational Sciences.

Level in national or international classifications | University

Personal skills and competences

Mother tongue(s) | **Romanian**

Other language(s) | **English, french, spanish.**

Self-assessment
European level ()*

English

French

Spanish

Understanding		Speaking		Writing			
Listening		Reading		Spoken interaction		Spoken production	
	B2		B2		B2		B2
	B1		B1		A2		A2
	B1		B1		A2		A2

(*) [Common European Framework of Reference for Languages](http://www.cedefop.europa.eu/en/etools/cefr)

Social skills and competences | Sociable and empathetic, high capacity networking and excellent communication skills.

Organisational skills and competences | Entrepreneur spirit, leadership skills, capacity for synthesis and analysis, decision making capabilities.

Computer skills and competences | Graduated from National College of informatics, ECDL Certificate (Word, Excel, PowerPoint, Internet), statistic data processing in SPSS, REVISAL.

Artistic skills and competences | Computer Certificate (grade 10), Diploma (15 credits) Personal Development group, Certificate in Organizational Psychology (grade 9), HR Inspector Certification, Public Procurement Certification.

Driving licence | Driving license: B

Additional information | Hobbies: Tai Chi, oriental cuisine, basketball, jogging.

<https://europass.cedefop.europa.eu/editors/en/cv/download>