

Personal information

First and last name **PRUTEANU SORELA-MARIA**

Address



Phone

Fax

E-mail

Citizenship

Romanian

Birthdate

27.07.1986

Sex

Women

Targeted job / Occupational area

Professional experience

Period 2010 – present

Occupation or position held **Project manager**

The main activities and responsibilities

Coordination of the project implementation team carried out by Gugești City Hall, Vrancea County, ensuring the operative and permanent link with various partner institutions, coordinating project writing activity, verifying projects for submission, preparing documentation of reimbursement requests and progress reports, implementation and implementation The annual procurement strategy and the procurement plan, the implementation of the procurement procedures established in the procurement plan, the identification of financing sources for solving the vulnerabilities of the target groups and their integration on the labor market, including the mediation of employee-employer relations; advising people looking for a job and mediating employee-employer relations on the labor market;

Name and address of employer

Gugești City Hall, 71 Mihail Kogălniceanu Street, Gugești Commune, Vrancea County

Type of business or sector

Public administration

Period

01.11.2018- present

Occupation or position held

Legal Adviser

The main activities and responsibilities

Carrying out the necessary steps in order to recover the receivables, going to the Trade Register, to the bailiffs, to the police and to the Prosecutor's Office, providing legal advice on various matters for the company's departments;

Name and address of employer

SC QUASAR COMEX SRL, Focșani municipality, Vrancea county

Type of business or sector

Trade

Period	28.11.2014-29.09.2015
Occupation or position held	Labor market mediator
Main activities responsibilities	Carries out the plan, support materials and methodology for mediation; builds awareness campaigns for potential employers in order to stimulate the employment of the target group, identifies available jobs and ensures the matching of people belonging to the target group with potential employers; provides labor mediation services to the target group;
Name and address of employer	SC. GLOBAL COMMERCIIUM DEVELOPMENT.SRL, Bucharest
Type of business or sector	Business and management consultancy activities
Period	1.04.2010-1.06.2010
Occupation or position held	Operator/Data analyst
Main activities responsibilities	Processing of files for granting subsidies in agriculture. Informing citizens about grants, advice and guidance for drawing up the grant dossier.
Name and address of employer	PAYMENT AND INTERVENTION AGENCY FOR AGRICULTURE, Focsani
Type of business or sector	IT

Period	15.09.2009 –1.04.2010
Occupation or position held	Teacher
Main activities responsibilities	Teacher
Name and address of employer	School "ION BASGAN", Focsani
Type of business or sector	Education

Education and training

Period	2017- present
Qualification / diploma obtained	PhD student
Main fields studied / skills acquired	Management
Name and type of educational institution / training provider	National School of Political and Administrative Studies
Level of classification of the form of education / training	Doctoral studies

Period	2008-2010
Qualification / diploma obtained	Master
Main fields studied / skills acquired	Management and marketing of banking financial operations
Name and type of educational institution / training provider	Faculty of Marketing and International Economic Affairs, Bucharest

Level of classification of the form of education / training	postgraduate studies
Period	2007-2011
Qualification / diploma obtained	Licensed lawyer
Main fields studied / skills acquired	LAW
Name and type of educational institution / training provider	"George Baritiu" Faculty of Law, Braşov
Level of classification of the form of education / training	higher education
Period	2005-2008
Qualification / diploma obtained	Licensed economist
Main fields studied / skills acquired	Specialization Economics of Trade in Tourism and Services
Name and type of educational institution / training provider	"Dunărea de Jos" University, Faculty of Economic Sciences, Business Administration Domain, Galaţi
Level of classification of the form of education / training	higher education
Period	2002-2005
Qualification / diploma obtained	High school diploma
Main fields studied / skills acquired	Specialization: Teachers Educators
Name and type of educational institution / training provider	"Spiru Haret" Pedagogical High School, Focşani
Level of classification of the form of education / training	Secondary education
Period	26.01.2019-31.01.2019
Qualification / diploma obtained	Certificate of completion
Main fields studied / skills acquired	Expert in preventing and combating corruption
Name and type of educational institution / training provider	EXPERT BUSINESS CENTER BUCHAREST

Period	06.07.2018-29.07.2018
Qualification / diploma obtained	Certificate of completion
Main fields studied / skills acquired	Entrepreneurial competence
Name and type of educational institution / training provider	ASSOCIATION FOR INCLUSIVE PROMOTION "INTEGRAT"
Period	01.08.2014--03.08.2014
Qualification / diploma obtained	Certificate of participation
Main fields studied / skills acquired	Communication Management
Name and type of educational institution / training provider	SC. BUSSINESS COMPETENT CONSULTING SRL BUCHAREST
Period	17.02.2014--19.02.2014
Qualification / diploma obtained	Certificate of participation
Main fields studied / skills acquired	Performance measurement techniques and techniques for reporting corruption prevention actions
Name and type of educational institution / training provider	MINISTRY OF REGIONAL DEVELOPMENT AND PUBLIC ADMINISTRATION
Period	12.05.2012-19.07.2012
Qualification / diploma obtained	Certificate of completion
Main fields studied / skills acquired	Waste management
Name and type of educational institution / training provider	SC. UFMANN CONSULTING.SRL
Period	19.03.2012-29.03.2012
Qualification / diploma obtained	Certificate of completion
Main fields studied / skills acquired	Social and civic competences
Name and type of educational institution / training provider	MINISTRY OF LABOUR, FAMILY AND SOCIAL PROTECTION

Period	27.02.2012-03.03.2012
Qualification / diploma obtained	Certificate of completion
Main fields studied / skills acquired	Public Policy Course
Name and type of educational institution / training provider	SC. B&B TRAINING CONSULTING.SRL BUCHAREST
Period	17.10.2011-21.12.2011
Qualification / diploma obtained	Certificate of completion
Main fields studied / skills acquired	Inter and intra institutional communication
Name and type of educational institution / training provider	Romanian School of Business Foundation of the Chambers of Commerce and Industry Vrancea Branch
Period	14.12.2010-22.12.2010
Qualification / diploma obtained	Certificate of completion
Main fields studied / skills acquired	Strategic planning
Name and type of educational institution / training provider	Romanian School of Business Foundation of the Chambers of Commerce and Industry Vrancea Branch
Period	21.10.2011 – 21.12.2011
Qualification / diploma obtained	Certificate of completion
Main fields studied / skills acquired	European ECDL Core Certificate Driving License Complete
Name and type of educational institution / training provider	SC. ECDL ROMANIA.SRL
Period	13.05.2011–13.07.2011
Qualification / diploma obtained	Certificate of completion
Main fields studied / skills acquired	Project Manager
Name and type of educational institution / training provider	Vrancea County Council
Period	16.11.2011 – 12.11.2011
Qualification / diploma obtained	EXPERT ACCESSING EUROPEAN STRUCTURAL AND COHESION FUNDS CNFPA
Name and type of educational institution / training provider	SC. BEST SMART CONSULTING.SRL BUCHAREST

Period 14.05.2007–1.06.2011
 Qualification / diploma obtained **U205 WINDOWS, WORD, EXCEL AND INTERNET OPERATION**
 Main fields studied / skills acquired IT
 Name and type of educational institution / training provider IT TRAINING CENTER SUPPORTED COURSE AT THE TERRITORIAL AUTHORIZED TRAINING CENTER CPI SC.DIAROM.SRL CRAIOVA
 Level of classification of the form of education / training SPECIALIZATION

PERSONAL SKILLS AND COMPETENCES

Native language Romanian

FOREIGN LANGUAGES

Understanding				Speaking				Writing	
Listening		Reading		Participate in conversation		Oral speech		Written expression	
English	Advanced	English	Advanced	English	Advanced	English	Advanced	English	Medium
French	Advanced	French	Advanced	French	Medium	French	Medium	French	Medium

Organizational skills and competences

Internal-external communication with beneficiaries and the media, empathy, understanding, teamwork, ability to maintain good interpersonal relationships, results orientation, energetic spirit, sociability, ability to analyze and synthesize; dynamic, active, orderly; availability and desire to learn new things.

Social skills and competences

- Experience in organizing the activity in the field of project management, organizing events;
- Initiative in organizing and supporting service activities;
- Experience in public administration and in collaboration with NGOs;
- Identification, provision of nominal data, nomination of persons who participated in training / retraining courses according to the needs of preparation for employment on the labor market;
- Designing the necessary tools in training, analysis and integration of certain social categories on the labor market;
- Promoting the public-private partnership;
- Training groups of people from rural areas aged between 18 and 64 to facilitate access to the labor market;
- Creating and updating a database with people looking for a job, the unemployed and inactive people in order to integrate into the labor market;
- Organizing public meetings / debates in order to identify people's problems in accessing a job;
- Assistance in preparing the personal file for people looking for a job;
- Identifying the necessary resources for the diversification of professional reconversion courses.

Technical skills and competences

- Coordinating the implementation team of the projects financed from the local budget, the state budget or non-reimbursable external funds:
- "Development strategy of Gugești locality, period 2011-2020";
- "Modernization, rehabilitation and endowment of School no. 1 Al. Vlahuță Gugești";
- "Purchase of equipment for the improvement of the public sanitation service of Gugești commune";
- "Modernization of streets in the Old Village and Center areas, Gugești commune, Vrancea county";
- "Modernization of streets in the areas of "Satul Nou" and "Sinistrați" neighborhood, Gugești commune, Vrancea county";
- "Extension-development of water supply system, Gugești commune, Vrancea county";
- "Sewerage in vacuum system, Oreavu village, Gugești commune";
- Implementation in partnership with the Romanian Red Cross Society, Vrancea Branch of the project "Establishment of Protected Housing for the elderly Saint Basil the Great";
- "Intervention works for increasing the energy performance of apartment buildings in Gugești commune, Vrancea county";
- "Construction of the kindergarten with normal program and afterschool";
- "LED public lighting installations in Gugești commune, Vrancea county";
- Partner in the project implemented by the Institution of the Prefect of Vrancea County "Network of project managers in administrative-territorial units in Vrancea County", 4x4 contractor with all-wheel drive ";
- Implementation of the project in partnership with the Pro Armonia Foundation "Development of professional skills and organizational effectiveness in the field of social project management" "Rural women - Development of entrepreneurship"; and so on.

Computer skills and knowledge

- MS OFFICE (Word, Excel, Power Point)
- Windows, Internet Explorer, Fox-Pro, SPSS

Artistic skills and competences

technical, artistic drawing

Driver's license

B (2004)

More information

Recommendation:
Mayor VATRA VASILE – Mayor of Gugești commune, Contact information: 0745.264.420/0764.971.240

DATE
15.06.2021

SIGNATURE

