



## CURRICULUM VITAE



### Personal information

Name/Surname **NICOLETA MICU**

Address

Mobile

E-mail

Nationality **romanian**

Birthdate

Sex

### Work experience

**Period** *december 2017 – present*

The position or post held **Head of International Cooperation Department**

Activities and responsibilities **Monitoring the fulfilment of external obligations incumbent on C.N. Poșta Română SA from international documents and participation in various bodies as well as the elaboration of required works, in collaboration with the Directorates and departments involved. (\*Romanian post)**

**Coordinating the negation of service contracts when the activity is not regulated by the Universal Postal Union Acts. Participating in the drafting of documents necessary for cooperation and collaboration with other postal operators.**

**Coordonating and ensuring the international correspondence of C.N. Poșta Română SA in relations with the International Bureau of the Universal Postal Union, the Restricted Postal Unions, as well as with other international organizations and bodies, in order to inform each other on the postal policy and strategy and on the postal cooperation according to the developments in the postal communications market. Ensure communication with postal operators and international bodies and manage the list of contact points; (\*Romanian post)**

Name of employer **Poșta Română National company (\*Romanian post)**

Business area **Public – the national postal service provider**

**Period** *may 2018 – april 2019*

The position or post held	Head of Personal data protection Departament
Activities and responsibilities	Monitoring the application of the General Data Protection Regulation Personal Data protection Act no. 679/2016;  Promote awareness and understanding of risks, rules, safeguards and rights;  Data Protection Officer for Masca Theatre, Comedy Theatre, Țândărică Theatre, Cantacuzino Hospital, notified to the National Supervisory Authority for Personal Data Processing
Name of employer	Bucharest Information Technology Municipal Company SA
Business area	Local public administration – Holding Municipal
<b>Period</b>	<b><i>december 2017 – may 2018</i></b>
The position or post held	Head of Communication and Public Relations Department, Head of Legal Department with delegation
Activities and responsibilities	Creating and strengthening coherent communication structures with the media;  Fundamentation and implementation of communication strategies with local and central media;  Ensuring access to information of public interest ex officio or on request;  Promoting the image of the institution by organizing events included in the sphere of social responsibility;  Media promotion of services and products offered by CMTIB;  Monitoring of the company's media exposure;  Approval of regulations, orders and instructions issued by the company on the basis of or in order to comply with legal provisions, from the point of view of their consistency with the legislation in force;  Collaborates in establishing the company's views on legality issues;  Approval, from the point of view of legality, of the documents that engage the patrimonial responsibility of the company in its fields of activity;  Issuing legal opinions at the request of the structures within the company, according to legal provisions.
Name of employer	Bucharest Information Technology Municipal Company SA
Business area	Local public administration – Holding Municipal
<b>Period</b>	<b><i>december 2013 – december 2017</i></b>
The position or post held	Head of International Cooperation Departament
Activities and responsibilities	Monitoring the fulfilment of external obligations incumbent on C.N. Posta Romana SA from international documents and participation in various bodies as well as the elaboration of required works, in collaboration with the Directorates and departments involved.  Coordinating the negation of service contracts when the activity is not regulated by the Universal Postal Union Acts. Participating in the drafting of documents necessary for cooperation and collaboration with other postal operators.

	<p>Coordinating and ensuring the international correspondence of C.N. Poșta Română SA in relations with the International Bureau of the Universal Postal Union, the Restricted Postal Unions, as well as with other international organizations and bodies, in order to inform each other on the postal policy and strategy and on the postal cooperation according to the developments in the postal communications market. Ensure communication with postal operators and international bodies and manage the list of contact points; (*Romanian post)</p> <p>Co-President of the Physical Services Development, E-Commerce and Integration Working Group of the Physical Services and E-Commerce Committee 2 of the Postal Operations Council of the Universal Postal Union;</p> <p>Member of the PostEurop Management Board; National Coordinator QSF (Quality of Service Fund );</p> <p>Vice-President of the Management Board of the Telematics Cooperative, responsible for strategy and the preparation of the organization's business plan, on the UPU Postal Operations Council.</p>
Name of employer	Poșta Română National Company SA (*Romanian post)
Business area	Public – the national postal service provider
<b>Period</b>	<b>2011 - december 2013</b>
The position or post held	International relations expert
Activities and responsibilities	<p>Elaboration of points of view on the state of implementation of EU projects by CN Poșta Română SA as well as the concordance between national postal legislation and European legislation in the field; (*Romanian post)</p> <p>Ensuring the international correspondence of CN.Poșta Română S.A. in relations with postal operators, International Bureau of the UPU, Post Europ and Restricted Unions in order to create the conditions for cooperation and assistance in the postal field and the development of CNPR services. (*Romanian post)</p> <p>.</p>
Name of employer	Poșta Română National Company SA (*Romanian post)
Business area	Public – the national postal service provider
<b>Period</b>	<b>2010 - 2011</b>
The position or post held	Head of public relations department
Activities and responsibilities	<p>Drafting and implementing the communication strategy;</p> <p>Supporting the public interventions of the company's management; Coordinating interviews, presentations, briefings, press conferences and other activities facilitating public communication and assessing their impact through media analysis;</p> <p>Coordination of the drafting and publication of articles on specific topics appearing under the company's logo, position papers, appearance of written, audio and video releases;</p> <p>Coordination of the activities of updating the website <a href="http://www.posta-romana.ro">www.posta-romana.ro</a> and communication with customers;</p> <p>Ensuring transparent communication with petitioners in accordance with the provisions of Law 544/2001 on free access to information of public interest;</p> <p>Organizing, coordinating and monitoring the entire activity of the Romanian Post Call Center;</p>

	Organizing, coordinating and monitoring the entire activity of the magazine 'Poștașul'; (*The Mailman) Conducting social campaigns consisting of public collections of toys, books, etc.
Name of employer	Poșta Română National company SA (*Romanian post)
Business area	Public – the national postal service provider
<b>Period</b>	<b>2007-2010</b>
The position or post held	Permanent legal adviser/ International Legal Assistance Service International Regulations and International Cooperation
Activities and responsibilities	Participating in the drafting of projects, decisions, regulations, orders and instructions as well as any normative acts related to the activity of the International Cooperation Directorate;  Member of the EFIRO World Philatelic Exhibition Organizing Committee 2008;  Examination of the legality of draft contracts of an economic nature concluded with external partners and their legality endorsement;  Ensuring the international correspondence of CN.Poșta Română S.A. in relations with postal operators, the International Bureau of the UPU, Post Europ and the Restricted Unions in order to create the conditions for cooperation and assistance in the postal field and the development of CNPR services; (*Romanian post)
Name of employer	Poșta Română National company SA (*Romanian post)
Business area	Public – the national postal service provider
<b>Period</b>	<b>2004-2007</b>
The position or post held	Permanent legal adviser/ Legal office
Activities and responsibilities	Representation of the institution before the courts, criminal prosecution bodies, other jurisdictional bodies, notaries public and in relations with legal entities or individuals, as empowered by the management;  Participating in the drafting of projects, decisions, regulations, orders and instructions as well as any normative acts related to the tasks and activities of the Legal Office;  Examination of the legality of draft economic contracts and their legality approval;  Approval for legality and soundness of the decisions issued by the head of the unit which are likely to engage the patrimonial responsibility of the unit or to prejudice its rights and interests;  Carrying out specific activities to prevent crime, ensuring strict compliance with the law by all departments of the unit.
Name of employer	Poșta Română National company SA (*Romanian post)
Business area	Public – the national postal service provider
<b>Period</b>	<b>2001-2004</b>
The position or post held	Legal Adviser/Inspector Specialist Postal Operations/Commercial Agreements Contracts Department
Activities and responsibilities	Preparation and presentation of studies and projects on growth/efficiency and business development;

	Granting legality opinions
Name of employer	Poșta Română National company SA (*Romanian post)
Business area	Public – the national postal service provider

### **Education and training**

<b><i>Period</i></b>	<b><i>2019 – present</i></b>
Main disciplines studied/	Doctoral student – Administrative Science
Name and type of the educational institution	National School of Political and Administrative Studies of Bucharest Faculty of Public Administration
Classification level	Doctorate/ PhD

<b><i>Period</i></b>	<b><i>2018 – 2020</i></b>
Main disciplines studied/	Public Business Management
Name and type of the educational institution	National School of Political and Administrative Studies of Bucharest Faculty of Public Administration
Classification level	Master's Degree

<b><i>Period</i></b>	<b><i>november 2020</i></b>
Main disciplines studied/	Public Innovation and Smart City Strategies
Name and type of the educational institution	National School of Political and Administrative Studies of Bucharest Faculty of Public Administration
Classification level	Postgraduate studies

<b><i>Period</i></b>	<b><i>november 2018- february 2019</i></b>
Qualification/degree obtained	Internal audit and corporate governance
Name and type of the educational institution	National School of Political and Administrative Studies of Bucharest Faculty of Public Administration
Classification level	Postgraduate studies

<b><i>Period</i></b>	<b><i>14 may 2018 - 15 july 2018</i></b>
Qualification/degree obtained	Training and preparation of the personal data protection officer
Name of type of the educational institution	PETRU MAIOR University in Târgu Mureș
Classification level	Postgraduate studies

<b><i>Period</i></b>	<b><i>martie - iulie 2018</i></b>
Qualification/degree obtained	Public procurement management
Name and type of the educational institution	National School of Political and Administrative Studies of Bucharest Faculty of Public Administration

Classification level Postgraduate studies

**Period** **1996-2000**

Qualification/degree obtained University degree – Legal expert

Name and type of the educational institution Law Faculty - Romanian-American University

Classification level University studies

**Professional skills and competences**

Native language Romanian language/s

Foreign, known Spanish, English

language/languages

Self-assessment *European level* (\*) Understanding Speaking Writing

	Listening	Reading	Conversation	Speaking	Writing
Spanish	B2 Independent User	B2 Independent User	B2 Independent User	B2 Independent User	B2 Independent User
English	C1 Experienced User	C1 Experienced User	C1 Experienced User	C1 Experienced User	B2 Independent User

(\*)Level of the Common European Framework of Reference for Languages

**Computer skills and abilities** Text and image editing and processing (Microsoft Office, CorelDraw, QuarkXpress, Adobe Acrobat, Adobe Photoshop)

**Social skills and abilities** Team spirit, well organized, sociable, punctual

**Driving licence** Category A1 and B1

**Additional information** **ANC-recognised training courses and workshops**

Leadership - Managers without Borders Association 2001

Human Resources Inspector - 2001

Expert in legislative harmonization - 2002 FIDES

Foreign Language Centre 2007

Romanian Diplomatic Institute, International Relations, 2010-2011

Risk Management System Manager -2018

Quality Auditor -2018

Environmental Auditor - 2018

Project Manager - 2018

Personal Data Protection Officer -2018

**Volunteering**

- 01.04.2019 - present in the EUROPEAN ASSOCIATION FOR THE IMPLEMENTATION AND PROTECTION OF HUMAN RIGHTS - A.E.I.A.D.O - THEMIS
- since January 2020, I hold the position of Director of Communication and Regulations within the EUROPEAN ASSOCIATION FOR THE IMPLEMENTATION AND PROTECTION OF HUMAN RIGHTS - A.E.I.A.D.O - THEMIS

***Experience in research projects with national or international funding***

- Project FDI-2020-0264 START - Supporting research excellence in the SNSPA Doctoral School in Administrative Sciences through the development of advanced scientific research capacity, Centre for Public Law and Administrative Sciences (CDPSA) - Assistant Researcher;

***Erasmus Study Mobilities***

- September 2019 – January 2020, University of Granada, Spain-master training course;
- September 2020 – July 2021, University A Coruna, Spain- doctoral grant