



## Curriculum vitae Europass

### PERSONAL DATA

Family Name/First Name Șerbu Gabriela

Date of Birth

Sex

E-mail address

### Work experience

Dates 16.05.2022- present

Occupation or position held Counsellor

Main activities and responsibilities Verification, finalization, and drafting of documents related to carrying out the activities in the investment and patrimonial field.  
Analysis of the documentation submitted by the local councils/county councils to issue the consent for the change of destination of the lands and buildings that are part of the material base of the state pre-university education. Drafting of the responses to complaints and notifications received within the department.

Name of employer Ministry of Education - General Directorate for Heritage Development

Type of business or sector Education

Dates 10.12.2020 - 2021

Occupation or position held Assistant Manager in the project with the title "Career start through teaching master", SMIS code 140783

Main activities and responsibilities Assistance for the project manager and responsible for the communication between the manager and the implementation team, preparation of the documentation regarding the creation of the reports and the drawing up of activity charts.

Name of employer

Type of business or sector Ministry of Education - General Directorate of University Education

Education

Dates 15.10.2017- 15.05.2022

Occupation or position held Counsellor

Main activities and responsibilities Educational management of higher education. Manages the process of drafting and approving ministerial orders for awarding merit grades and other orders regarding the organization and operation of CNATDCU. Management of the complaints regarding plagiarism in doctoral thesis and competitions for teaching positions.

Name of employer Ministry of Education - General Directorate for University Education

Type of business or sector Education

Dates	07.09.2015- 09.2017
Occupation or position held	Specialist inspector, II degree
Main activities and responsibilities	Management of higher education - equivalency requests/documents
Name of employer	Ministry of National Education - National Center for Recognition and Equivalence of Diplomas/CNRED
Type of business or sector	Education
Dates	01.03.2013 - 06.09.2015
Occupation or position held	Data Analyst
Main activities and responsibilities	Lead generation & telemarketing campaigns, customer satisfaction survey, research & profiling.
Name of employer	Kompass Romania, Str. Professor Ion Bogdan, No: 4-6 Sector 1, 010539 Bucharest, Romania
Type of business or sector	Marketing
Dates	17.08.2012 - 28.02.2013
Occupation or position held	Event organizer
Main activities and responsibilities	Planning and organizing events.
Name and address of employer	IBP Conferences Srl, Str. Professor Ion Bogdan, No: 4-6 Sector 1, 010539 Bucharest, Romania
Type of business or sector	Tourism
Dates	13.05.2013- 02.06.2013 (Internship)
Occupation or position held	Event organizer
Main activities and responsibilities	Elaboration of event plans regarding the choice of locations, the contracting of the catering company, the planning of transportation, the accommodation of the guests, the supervision of the events, and the preparation of specific evaluation reports.
Name and address of employer	IBP Conferences Srl, Str. Professor Ion Bogdan, No: 4-6 Sector 1, 010539 Bucharest, Romania
Type of business or sector	Tourism
Dates	05.2010 – 07.2011
Occupation or position held	Sales agent
Main activities and responsibilities	Promotion and sale of cosmetic products.
Name of employer	SC Serda Trandy SRL
Type of business or sector	Sale
Dates	10.04. 2010 – 10.05.2010
Occupation or position held	Travel Agent
Main activities and responsibilities	Elaboration and promotion of tourist packages within the events organized by the tour-operating agency, attracting new customers and maintaining good working relationships with existing ones.
Name of employer	SC Tez Tour SRL, Str. Herăstrău, Nr: 1 , Floor 3, Ap 8 Sector 1, 011981 Bucharest, <a href="http://www.tez-tour.ro">www.tez-tour.ro</a> Doina Grigoraș – Business Development Manager Tez Tour
Type of business or sector	Marketing
Dates	05.12.2009 – 5.01.2010 (Internship)
Occupation or position held	Event organizer
Main activities and responsibilities	Participation in the organization of the events
Name of employer	Hotel Caro Bucharest, Bulevardul Barbu Văcărescu, No: 164, Sector 2, 020285 Bucharest, <a href="http://www.carohotel.ro">www.carohotel.ro</a>

Type of business or sector	Tourism
Dates	01.06.2008 –14.10.2009
Occupation or position held	Personal Assistant
Main activities and responsibilities	Public Relations & Communication
Name of employer	Miroir Srl
Type of business or sector	Administrative

## Education and training

Dates	02.2016 - 03.2016
Main subjects studied/ acquired competences	Public relations and communication
Name and type of educational institution/ training provider	Euro Best Team S.R.L./ provider of vocational training for adults
Qualification/diploma obtained	Certificate of completion
Level in national or international classification	Specialized studies
Dates	02.2016 - 03.2016
Main subjects studied/ acquired competences	Office/secretariat
Name and type of educational institution/ training provider	Euro Best Team S.R.L./ provider of vocational training for adults
Qualification/diploma obtained	Certificate of completion
Level in national or international classification	Specialized studies
Dates	10.2011 – 07.2013
Main subjects studied/ acquired competences	Project management, Management of tourist destinations, Logistics, Risk and uncertainty in the tourism economy, E-tourism, Infrastructure development, Organizational behavior in tourism, Business tourism and events.
Name and type of educational institution/ training provider	Romanian American University, Master's Degree in Tourism Business Administration, Bucharest
Qualification/diploma obtained	Master's degree
Level in national or international classification	ISCED 5
Dates	06.2009-07.2009
Main subjects studied/ acquired competences	Digital competences
Name and type of educational institution/ training provider	ECDL Romania
Qualification/diploma obtained	Certificat ECDL Complet
Level in national or international classification	Specialized studies
Dates	10.2008- 07.2011
Main subjects studied/ acquired competences	Tourism Economy, Management, Marketing, Accounting, Mathematics, Statistics, Computer Science, English Language, Spanish Language, Finance, Ticketing, Catering, Human Resources, Consumer Protection, Sustainable Development, Ethics in Tourism.
Name and type of educational institution/ training provider	Romanian-American University, Faculty of Domestic and International Tourism Economics, Business Administration Field, Trade, Tourism and Services Economy Specialization.

Qualification/diploma obtained Bachelor's degree  
 Level in national or international classification ISCED 5

Dates 09.2004 - 07.2008

Main subjects studied/  
 acquired competences Romanian language, French language, English language, IT, History, Geography, AUTOCAD

Name and type of educational institution/  
 training provider Constantin Istrati Technical College, Campina

High school diploma

Qualification/diploma obtained ISCED 3

## Personal skills and competences

Mother tongue(s) **Romanian language**

Other language(s) **English language, Spanish language, French language and German language**

Self-assessment  
*European level (\*)*

**English**

**Spanish**

**French**

**German**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production		Writing	
B1	Intermediate	B1	Advanced	B2	Intermediate	B1	Intermediate	B2	Advanced
B2	Advanced	B2	Advanced	B2	Advanced	B2	Advanced	B2	Advanced
A2	Medium	A2	Medium	A2	Medium	A2	Medium	A2	Medium
A2	Intermediate	A2	Intermediate	A2	Medium	A2	Medium	A2	Intermediate

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

Social skills and competences Organizational skills, coordination, ability to work in a team. High communication skills. Ability to learn quickly and adapt to a different work environment.

Organizational skills and competences  
 - leadership and monitoring ability;  
 - maintaining a high level of work under pressure;  
 - special sense of responsibility;  
 - gradual and methodical adoption of any problem regardless of the degree of difficulty  
 - experience in educational management;

Computer skills and Competences Microsoft Word , Excel, Power Point , Outlook, Internet, Acces, IT

Courses, certificates and awards Tourism Certificate, Ministry of Regional Development and Tourism, 2011  
 British Council – IELTS Intermediate English Certification  
 Broker Course – Tele Trade Forex  
 ECDL (European Computer Driving License) – Core Certification

Driving licence B Category

Additional information References can be provided upon request

Annexes  
 - certificate of master's university studies  
 - bachelor's degree  
 - tourism license  
 - broker's diploma  
 - ECDL diploma  
 - IELTS diploma

Șerbu Gabriela