



Georgiana Manole-Andrei

Nationality: Romanian ✉ **Email address:** georgiana_manole@ymail.com

WORK EXPERIENCE

Spokesperson

Supply, Housekeeping and Repair Base - National Administration of Penitentiaries [01/2023 – Current]

City: Jilava

Country: Romania

- Ensuring the organization's objectives are met by communicating with the media and other parties involved in an issue;
- Promoting the organization's mission and values by speaking publicly about organizational initiatives and successes;
- Representing the organization at community events, trade shows, conventions, or other public gatherings as appropriate;
- Organising internal communication.

Human resources officer

Supply, Housekeeping and Repair Base - National Administration of Penitentiaries [12/2020 – Current]

City: Jilava

Country: Romania

- recruiting new staff;
- managing pensions and benefits administration;
- organising staff training;
- monitoring staff performance and attendance;
- verifying that candidates have the right to work at the organisation;
- advising on disciplinary and employee performance problems.

Assistant lecturer

National University of Political Studies and Public Administration [02/2019 – Current]

City: Bucharest

Country: Romania

Associate teacher - Sociology:

- making assignments to students;
- preparing course materials;
- administering examinations;
- assessing student performance;
- tutoring students and determining course grades.

Temporary activities:

- guiding students regarding the fields and activities they need to carry out during the internship;
- evaluation of the practice files and the information accumulated by the students during the activities;
- assistance for communication with students who take the written exam for bachelor's and master's degrees (2019-2020, 2020-2021 academic years);
- providing information to meet students' needs, in WhatsApp groups (undergraduate and master's cycle);
- organization of master's admission activities.

Coordination activities:

- co-supervised graduation work coordination (undergraduate cycle) - The role of parents' interpersonal communication skills in carrying out the online education process during the COVID-19 pandemic.

Management assistant - Managerial control

Supply, Housekeeping and Repair Base - National Administration of Penitentiaries [08/2017 – Current]

City: Jilava

Country: Romania

- Elaboration of operational and system procedures, at the level of the Monitoring Commission;
- Checking the procedures drawn up by the other departments within the public entity, their registration and records;
- Centralization and preparation of management plans and programs, risk registers, risk response plans, reports on their implementation and other documents requested on the line of managerial control.

Management of emergency situations officer

Supply, Housekeeping and Repair Base - National Administration of Penitentiaries [01/2017 – 12/2020]

City: Jilava

Country: Romania

- Preventing emergency situations by implementing legal measures;
- Theoretical and practical staff training;
- Analysis and permanent management of the risk factors;
- Equipping and maintaining the technical means of fire protection at designed parameters;
- Elaboration of decisions, plans, procedures and other documents specific to the management of emergency situations;
- Collaboration with counterparts from the territory and from the National Administration of Penitentiaries, with local public administration authorities and with specialists from the "Dealul Spirii" Bucharest-Ilfov Emergency Situations Inspectorate.

Marketing specialist

S.C. Medical Cleaning S.R.L. [07/2015 – 06/2016]

City: Bucharest

Country: Romania

- creating specific materials for business to business activities;
- creating and distributing press releases and information notes;
- creating a marketing and PR plan;
- developing market studies.

EDUCATION AND TRAINING

Phd student in communication studies

National University of Political Studies and Public Administration [10/2018 – Current]

Address: Bvd. Expozitiei, No. 30 A, Sector 1, Bucharest (Romania)

Website: <http://doctorat.snsps.ro/>

Master in Project Management

College of Communication and Public Relations - - NUPSPA [09/2015 – 07/2017]

Address: Bvd. Expozitiei, No. 30 A, Sector 1, Bucharest (Romania)

Website: <http://comunicare.ro/>

Technician in economic activities

Economic College "Virgil Madgearu" [08/2008 – 06/2012]

Address: Bvd Dacia, nr. 34, Bucharest (Romania)

Website: <http://www.madgearu.ro/>

Bachelor in Communication and Public Relations

College of Communication and Public Relations - NUPSPA [09/2012 – 07/2015]

Address: Bvd. Expoziției, nr. 30A, Sector 1, Bucharest (Romania)

Website: <http://comunicare.ro/>

LANGUAGE SKILLS

Mother tongue(s): **Romanian**

Other language(s):

English

LISTENING B2 READING C1 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

French

LISTENING A2 READING B1 WRITING A2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / SPSS Statistics / Corel

COMMUNICATION AND INTERPERSONAL SKILLS

Skills and competences in communication

High communication skills acquired by completing studies in the field, by participating in competitions and conferences.

Teamworkskills

Distributive attention and teamwork within the work department but also within the project teams formed during the studies.

Organizational skills and competences.

Good organizational skills acquired as a result of carrying out position-specific activities (competitions, organization of the activities of the staff from the intervention group in emergency situations and the staff from the management of services/offices/compartments in the activities of internal managerial control). Also, the skills were acquired by guiding students in admission and graduation activities, coordinating an academic paper, managing study group activities during the college years, organizing events and subject-specific projects during the study years.

DRIVING LICENCE

Driving Licence: B

ALTE CALIFICĂRI

HR inspector

[2020 – 2021]

Bestcor Training Center

Civil protection inspector

[2019 – 2020]

Bestcor Training Center

Fire prevention and extinguishing specialist

[2016 – 2017]

Compania de stingeri și intervenții SA.

Technician in economic activities

[2011 – 2012]

Colegiul Economic V. Madgearu.

PUBLICATIONS

The analysis of universities` messages during the first and the last part of the coronavirus crisis and the first part of the Ukraine crisis

[2023]

Legătura dintre conduita impusă de mediul de muncă închis și caracteristicile Triadei Luminoase, aflate în strânsă legătură cu abilitățile de comunicare interpersonală

[2022]

Media Representation of Coronavirus in Romanian Online Press. National, European, and International Themes

[2021]

Stima de sine și motivația autorealizării

[2016]

The 2014 European Elections Campaign as broadcasted by Antena 3 TV Channel

[2015]

CONFERENCES AND SEMINARS

International conference "Crisis Communication and Conflict Resolution"

[Babeș-Bolyai University, Cluj-Napoca, 07/04/2022 – 08/04/2022]

The analysis of universities` messages during the first and the last part of the coronavirus crisis and the first part of the Ukraine crisis.

International Conference "Global Economy Under Crisis"

[Ovidius University, Constanța, 16/12/2021 – 17/12/2021]

Media Representation of Coronavirus in Romanian Online Press. National, European and International Themes 2020.

Semiosis in Communication

[National University of Political Studies and Public Administration, Bucharest, 26/05/2021 – 29/05/2021]

Media Representation of Coronavirus in Romanian Online Press. National, European and International Themes 2020.

STRATEGICA International Academic Conference

[National University of Political Studies and Public Administration, Bucharest, 15/10/2020 – 16/10/2020]

Emotional Competence: predictors and differences between professions

Graduate Conference in Communication. Interdisciplinary Approaches

[National University of Political Studies and Public Administration, Bucharest, 10/09/2020 – 11/09/2020]

Media Representation of Coronavirus in Romanian Online Press. National, European and International Themes 2020

The session of scientific communications CCPR-NUPSPA

[National University of Political Studies and Public Administration, Bucharest, 04/2015 – 04/2015]

Stima de sine și motivația autorealizării

The session of scientific communications CCPR-NUPSPA

[National University of Political Studies and Public Administration, Bucharest, 04/2014 – 04/2014]

Integrarea studenților de etnie romă în sistemul de educație superior

HONOURS AND AWARDS

Employee of the year

Supply, Housekeeping and Repair Base [2018]

Head of promotion - Master "Project Management"

Școala Națională de Studii Politice și Administrative [06/2017]

First prize of the scientific communication session

College of Communication and Public Relations - NUPSPA [05/2015]

Winner of a scholarship for young entrepreneurs

ASOCIATIA CITYAUDIT RO

The competition was held within the program POSDRU/156/1.2/G/140719 "Development of the entrepreneurial spirit and increased professional skills for students from the Bucharest Ilfov Region". The proposed business plan was "Organic Blueberry Farming and Patentable Blueberry Processed Products".

NETWORKS AND MEMBERSHIPS

Social Cognition & Communication of Emotions Lab

[2018 – Current]

The connection between closed work environment behavior and the characteristics of the light triad, which are closely related to interpersonal communication skills.

Project Management Institute

[10/2015 – 07/2017]

The laboratory for the study of identity and image in the Communication Research Center

[2014 – 2015]

Research assistant in the Laboratory on the study of identity and image from the Communication Research Center/Faculty of Communication and Public Relations (two projects: one on national, national-European and European identity and one project that consisted in monitoring the ethno-image of Romanians in national press)

D&D Research

[01/2014 – 05/2014]

Internship in the company D&D Research - conducting interviews with the communication departments of various companies regarding the collaboration they have with advertising, PR and media agencies.

Connections Magazine

[2012 – 2013]

Editor of Conexiuni magazine from the Faculty of Communication and Public Relations, National School of Political and Administrative Studies for a period of four months in 2013.