



Tutuianu Ruxandra - Andreea

Date of birth: 17/08/1991 | Nationality: Romanian | Gender: Female | Phone

number: | Email address:

ruxandra_tutuianu@yahoo.com

About me:

Young, motivated, driven.

● WORK EXPERIENCE

15/10/2018 - CURRENT

EVALUATION-EXAMINATION COUNSELLOR MINISTRY OF DEVELOPMENT, PUBLIC WORKS AND ADMINISTRATION

1. Participation to the organization of events during the Romanian Presidency of the Council of the European Union (2019);
2. Involved in the programming process for the 2021-2027 programming period for the Interreg IPA Romania-Serbia Programme;
3. Maintaining the relations between the Programme and European Institutions (mainly with the European Commission) during the process of programming and designing of the operational Programme for the 2021-2027 programming period;
4. Communication Officer for the Interreg IPA Romania-Serbia Programme;
5. Organizer of debates/events related to 2022 European Year of Youth 2022 and European Year of Skills 2023;
6. Participation to events, trainings, workshops and conferences (organised by Interact and/or the European Commission/other institutions) which are relevant for the Programme, as Managing Authority representative.

Address Bucharest, Romania

03/01/2017 - 14/10/2018

LEGAL COUNSELLOR BUCHAREST CITY HALL

In the Legislation Department, my main responsibilities were:

- analysis on legal documents on behalf of other departments or on behalf of the Mayor of Bucharest
- points of view regarding legal aspects included in the documents
- proposal for approval for documents / draft resolutions of the General Council of the Municipality of Bucharest
- preparation of the monthly meetings of the General Council of the Municipality of Bucharest
- addressing the legal issues stated in the documents from other departments or from the citizens of Bucharest
- maintaining communication with the citizens of the city through direct written responses to their legal questions/matters

Address Bucuresti, Romania

08/2014 - 09/2014

INTERN MINISTRY OF EXTERNAL AFFAIRS

- Working in different departments of the Ministry of External Affairs to see their daily work;
- Learning about the organization and functioning of the Ministry of External Affairs;
- Spending a week in the Public and Cultural Diplomacy, Economic Diplomacy and Consular Department;
- Organization of the Annual Reunion of Romanian Diplomacy (2014);

- Participation to meetings/debates to observe general discussions about the Romanian diplomatic activity at country level and at an international level.

Address Bucuresti, Romania

09/2014 - 02/2016

INTERN EUROPEAN PARLIAMENT

- My experience in the European Parliament was focused on working for Mrs. Viorela Dancila, our former Prime Minister, from Romania, in her EP cabinet both in Brussels and in Strasbourg;
- Learning about the organization and functioning of the European Parliament, about the activity of a European Deputy;
- Learning about and participating to the reunions of the committees that Mrs. Dancila was a party of (eg. AGRI committee, REGIO Committee, Women rights and gender equality Committee);
- Organisation and preparation of the documents needed for weekly reunions and meetings dedicated to the preparation of plenary sessions in Brussels and Strasbourg;
- Writing report proposals, opinions, voting explanations, amendments for reports under the coordination of the EP Deputy and her counsellors;
- During the internship I was also a student of the International School of Protocol and Diplomacy in Brussels, which was extremely helpful during the organization of events/meetings in the European Parliament.

Address Brussels, Belgium

01/10/2010 - 31/08/2014 Romania

ADMINISTRATIVE OFFICER SCA ȚUȚUIANU, STAN AND ASOCIATES

- during my time in the Law Firm, my responsibilities was purely administrative, considering the fact that this experience was before me attending the courses at the Law University in Bucharest;
- organization of the agenda for the lawyers in the office, taking calls, checking the e-mail, responding to e-mails from clients requesting general information, taking the correspondence, welcoming clients and handling legal documents for general information.

Address Targoviste, Romania

● **EDUCATION AND TRAINING**

01/10/2019 - CURRENT Bucharest, Romania

DOCTORAL DEGREE National University of Political Studies and Public Administration

- Multi-level Governance
- Public European Administration
- Committee of the Regions and Economic and Social Committee involvement in administrative process
- Adoption of public policies at European level
- The role of European institutions in the administrative process

Address Bucharest, Romania

01/10/2019 - 2021 Targoviste, Romania

MASTERS DEGREE IN EUROPEAN PUBLIC ADMINISTRATION Valahia University

- Public Administration
- European Public Administration
- European institutions and organizations
- Administrative European Law

Address Targoviste, Romania

2014 - 2015 BRUXELLES, Belgium
MASTER OF ARTS DIPLOMA INTERNATIONAL SCHOOL OF PROTOCOL AND DIPLOMACY

MASTER OF ARTS IN PROTOCOL AND SOFT DIPLOMACY SKILLS

Address BRUXELLES, Belgium

2010 - 2014 Bucharest, Romania
LAW DEGREE Faculty of Law, University of Bucharest

Address Bucharest, Romania

2006 - 2010 TARGOVISTE, Romania
BACHELOR'S DEGREE CONSTANTIN CARABELLA National College

Philology - Intensive English

Address TARGOVISTE, Romania

● LANGUAGE SKILLS

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
FRENCH	B2	B2	A2	A2	B1
SPANISH	B2	B2	B2	B2	B1

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

● ADDITIONAL INFORMATION

PROJECTS

Projects During 2006-2010 I was a member of the European Youth Parliament and I have participated in sessions at a regional level (Muntenia), national level (Oradea) and at international level (Greece). During the first year of College, as a student of the Law Faculty, I participated in the programme "Be ready for your career" and taking into consideration my good results, I was one of the winners of a summer internship at the National Institute of Magistracy. During my time in the Ministry of Development, Public Works and Administration, I was able to be actively be involved in the process of organizing events during the Romanian Presidency of the Council of the European Union.

ORGANISATIONAL SKILLS

Organisational skills

- Attention to detail
- Strategic planning
- Task analysis
- Meeting deadlines
- Time management
- Goal setting and meeting goals
- Decision making
- Coordinating events
- Problem solving
- Team leadership
- Multitasking

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Absorbing, sharing, and understanding information presented.
- Respecting others' points of view through engagement and interest.
- Using relevant knowledge, know-how, and skills to explain and clarify thoughts and ideas.
- Listening to others when they communicate, asking questions to better understand.

JOB-RELATED SKILLS

Job-related skills

- Good communication with people coming from different countries and of different ages and specializations;
- Rapid absorption of information needed regarding a process;
- Good interaction, cooperation and communication with the work team;
- Organizational capacities regarding time management and responding to activities with a deadline;
- Skills and abilities needed for organizing events.