



Andra-Nicoleta Borțea

Nationality: Romanian | **Gender:** Female | **Address:** Romania (Home)

● WORK EXPERIENCE

16/01/2023 – CURRENT Bucuresti, Romania

CIVIL SERVANT - GENERAL DIRECTORATE FOR REGIONAL DEVELOPMENT, INNOVATION AND DIGITAL SOCIETY MINISTRY OF EUROPEAN PROJECTS AND INVESTMENTS

16/09/2019 – CURRENT Popești-Leordeni, Romania

CIVIL SERVANT - URBANISM, SPATIAL PLANNING AND CADASTRE SERVICE POPEȘTI-LEORDENI CITY HALL

14/12/2018 – 16/09/2019 Popești-Leordeni, Romania

CIVIL SERVANT - SOCIAL ASSISTANCE DEPARTMENT POPEȘTI-LEORDENI CITY -HALL

20/10/2017 – 10/11/2017 Bucuresti, Romania

OPERATIONAL CHIEF DIVERTA (BĂNEASA)

14/05/2017 – 19/10/2017 Bucuresti, Romania

SALES CONSULTANT DIVERTA (BUCUREȘTI MALL, VITAN)

● EDUCATION AND TRAINING

02/10/2018 – CURRENT Bucuresti, Romania

PH D National University of Political Studies and Public Administration

Address Bvd. Expozitiei, No. 30 A, Sector 1, Bucuresti, Romania, Bucuresti, Romania | **Website** <https://snsps.ro/en/>

07/2016 – 06/2018 București, Romania

MASTER'S DEGREE National University of Political Studies and Public Administration

Address Bvd. Expozitiei, No. 30 A, Sector 1, București, Romania | **Field of study** Public sector management

07/2013 – 06/2016 București, Romania

BACHELOR'S DEGREE National University of Political Studies and Public Administration

Discipline studiate:

- managementul proiectelor europene;
- dezvoltare regională și fonduri structurale;
- management public;
- drept administrativ;
- drept administrativ european;

Address Bvd. Expozitiei, No. 30 A, Sector 1, București, Romania |

Field of study Administrație publică și Administrație Europeană

09/2009 – 05/2013 București, Romania

HIGH SCHOOL DIPLOMA Gheorghe Șincai National College

● LANGUAGE SKILLS

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2
FRENCH	A2	B1	A1	A1	A2

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

● **DIGITAL SKILLS**

E-mailing | Microsoft Office | Google Drive | Social Media | Skype

● **ORGANISATIONAL SKILLS**

Organisational skills

- Team spirit, developed with the help of the working method used in the framework Urban Planning and Territorial Development Service;
- Capacity to organize, efficiency and effectiveness, gained during the organization of the 1st Annual International Conference on Law and Administrative Justice from an Interdisciplinary Perspective, 2015;
- Rigor;
- Good management of working time, practiced on the occasion of participating as a volunteer in the Faculty of Public Administration, at the Open Day, 2015.

● **COMMUNICATION AND INTERPERSONAL SKILLS**

Communication and interpersonal skills

- Good communication and public relations skills, acquired after volunteering hours at the Faculty of Public Administration, at the admission sessions in July 2014 and July 2015;
- Clarity and fluency in speech, skills enriched by the activity carried out as a volunteer at the Center of Academic Excellence in Bucharest, between June, 2015 - April, 2016;
- Written eloquence and clarity, in Romanian and English, improved during an internship within the Ministry of Regional Development and Public Administration, European Affairs and International Relations Department, in October 2017
- Civic spirit exercised within the Social Assistance Department of the City Hall of Popești-Leordeni; - Empathy.
- The ability to relate to the public in an effective and satisfactory manner, skills exercised during the period spent in the Service The ability to relate to the public in an effective and satisfactory manner, skills exercised during the period spent in the Service Urban Planning and Spatial Planning;

● **SKILLS ACQUIRED IN THE WORKPLACE**

Skills acquired in the workplace

- Good organization of working time and efficiency, skills acquired during very busy working hours with the public, within the City Hall of Popești-Leordeni;
- Ability to adapt my speech according to the interlocutor, a skill developed by interacting with customers of the Diverta bookstore;
- Effective communication at team level, acquired during the months spent in the bookstore, together with colleagues with whom we deal with the book department;
- Practical spirit;