



## Octavia Andreea Adam

**Nationality:** Romanian **Date of birth:** 10/06/1994 **Gender:** Female

### WORK EXPERIENCE

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#### Manager

**ELEVATE SKILLS ADVISORS SRL** [ 02/2024 – Current ]

City: Bucharest | Country: Romania

The development of training services within the company.

#### Coordinator

**SC FORMARE PROFESIONALĂ PLUS SRL** [ 13/07/2022 – 31/12/2023 ]

City: Bucharest | Country: Romania

Coordinator Partner within the **POCU/717/5/1/152144** project - **SOFT - Slobozia, un Oraș mai Frumos pentru Tine**

- Participates in developing work methodologies within the project;
- Identifies, selects, and recruits members of the partner's team;
- Verifies job descriptions and employment contracts of Partner 4's experts;
- Coordinates, verifies, and monitors the activities of Partner 4's experts;
- Reviews and approves course materials;
- Verifies, approves, and monitors the provision of subsidies to trainees;
- Verifies, approves, and monitors certificates issued after the final exam;
- Drafts notifications/additional documents for modifying the funding contract;
- Informs the project manager and the legal representative of the partner about the status of activity implementation;
- Attends project meetings (internal and with all partners);
- Develops strategies and implementation plans for the activities of Partner 4.

#### Professional Training Expert

**SC FORMARE PROFESIONALĂ PLUS SRL** [ 08/2020 – 08/2022 ]

City: Bucharest | Country: Romania

POCU 114909 -

- Designing professional training activities;
- Supporting the organization of training activities and examinations;
- Establishing the content of training activities, working procedures, and proposing specific methods, techniques, and tools;
- Conducting an analysis of labor market needs for the area of Podgoria Commune - Buzău;
- Preparing the mediation methodology;
- Preparing preselected individuals, both in groups and individually, for meetings with potential employers;
- Organizing meetings between potential employers and the preselected target group, and ensuring the target group's presence together with the target group coordinator.

#### Researcher

**The National University of Political Studies and Public Administration** [ 04/2021 – 23/02/2022 ]

City: Bucharest | Country: Romania

## Expert

***The National University of Political Studies and Public Administration*** [ 17/12/2020 – 17/03/2021 ]

City: Bucharest | Country: Romania

Proiect - Building an innovative network for sharing of best educational practices, incl. game approach, in the area of international logistics and transport

## ARACIS Evaluator

***The Romanian Agency for Quality Assurance in Higher Education*** [ 11/2021 – 11/2021 ]

City: Bucharest | Country: Romania

Evaluation of the doctoral field "Administrative Sciences"

## Activities/sub-activities implementation expert

***The National University of Political Studies and Public Administration*** [ 03/12/2019 – 08/2020 ]

City: Bucharest | Country: Romania

Project POCA 129157 "Inclusion and equal opportunities post 2020 - National strategic policy framework for social inclusion and equal opportunities post 2020", implemented by MMJS in partnership with ANES and SNSPA

## Professional Training Expert

***Center for vocational training, guidance, counseling and employment placement - FORMATEMP*** [ 08/01/2019 – 21/11/2019 ]

City: București

POCU 114560 - Comunitatea se dezvoltă - O șansă pentru Podgoria”

- Designing professional training activities;
- Supporting the organization of training activities and examinations;
- Establishing the content of training activities, working procedures, and proposing specific methods, techniques, and tools;
- Conducting an analysis of labor market needs for the area of Podgoria Commune - Buzău;
- Preparing the mediation methodology;
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- Organizing meetings between potential employers and the preselected target group, and ensuring the target group's presence together with the target group coordinator.

## Trainer

***Corpul Experților în Accesarea Fondurilor Structurale și de Coeziune Europene*** [ 01/08/2018 – 21/11/2019 ]

City: București

- Preparing course materials
- Delivering the course
- Drafting the course report
- Evaluating the course

## Project implementation consultant

***The Center for Educational and Sports Projects - PROEDUS*** [ 04/2018 – 20/08/2018 ]

City: București

- Developing the target group selection methodology
- Preparing target group registration documents
- Centralizing target group documents
- Monitoring activities specific to the target group

## **Vice-president**

***The Assistance Center for Sustainable Development and Human Resources*** [ 07/02/2014 – 2019 ]

City: Bucharest | Country: Romania

General:

- Making project payments;
- Recruiting volunteers;
- Developing a communication strategy;
- Developing an organizational development strategy.

Coordinator of the personal development program The Duke of Edinburgh's International Award Romania:

- Creating an implementation team;
- Developing an implementation strategy;
- Selecting volunteers;
- Identifying partners;
- Establishing partnerships with high schools in Bucharest;
- Motivating volunteers.

## **Trainer**

***The Center for Educational and Sports Projects - PROEDUS*** [ 28/08/2018 – 04/09/2018 ]

City: București

Project "A chance for a better future for children at risk in the City of Bucharest"

## **Client Success Specialist**

***Eucom Business Language*** [ 08/05/2017 – 06/08/2017 ]

City: Bucharest | Country: Romania

- National-level recruitment
- Managing client relationships
- Accreditation officer
- Organizing CSR events

## **Asistent manager**

***Forumul Tinerilor din România/ UNICEF România*** [ 05/06/2015 – 25/05/2016 ]

City: Bucharest

Proiect: "Rețeaua de Inițiativă a Adolescenților - RIA

- selecția grupului țintă;
- selecția voluntarilor implicați;
- vizite de lucru în cele 5 centre UNICEF;
- asigurarea comunicării cu coordonatorii centrelor UNICEF;
- preluarea, înregistrarea, distribuirea la compartimentele implicate, indosariere și arhivarea corespondenței și a mesajelor primite din partea partenerilor, clienților și a celorlalți angajați
- asigurarea protocolului în cadrul întâlnirilor, în conformitate cu cerințele zilnice
- actualizarea bazei de date documente
- elaborarea și redactarea documentelor și situațiilor cerute de management
- asigurarea suportului administrativ pentru toate departamentele

## **Field Survey Operator**

***AB Research Group*** [ 11/2013 – 01/2014 ]

City: Bucharest

## **Training Coordinator**

*The Assistance Center for Sustainable Development and Human Resources* [ 01/06/2013 – 31/07/2014 ]

City: Bucharest

- Creating and continuously updating the training activity schedule
- Centralizing training course requests
- Participating in the evaluation of training activities
- Providing support in organizing training activities
- Identifying the training needs of organization members and developing a personalized training plan
- Attending organization work meetings
- Contributing to the development of the organizational development strategy

## **HR Director**

*Alter-Edu Association* [ 01/11/2012 – 01/10/2013 ]

City: Huși | Country: Romania

- Recruitment, motivation, and evaluation of volunteers
- Drafting volunteer contracts and job descriptions
- Trainer

## **Executive Director**

*Alter-Edu Association* [ 01/09/2011 – 18/11/2012 ]

City: Huși | Country: Romania

- Writing/implementing/reporting European projects through the Youth in Action Program
- Developing the organization's development strategy
- Managing media relations
- Establishing partnerships at local, national, and international levels

## **EDUCATION AND TRAINING**

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### **PhD Candidate**

*The National University of Political Studies and Public Administration* [ 01/10/2018 – Current ]

City: București

Studii doctorale - Cercetare: guvernare guvernamentală

### **Third-party auditor integrated management system (quality, environment and occupational health and safety) according to ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 and ISO 19011:2018**

*Romanian Society for Quality Assurance* [ 13/11/2023 – 17/11/2023 ]

City: Bucharest | Country: Romania

### **Responsible for the protection of personal data**

*Smart Expert Global SRL* [ 09/11/2021 – 11/12/2021 ]

City: Bucharest | Country: Romania

### **Public Procurement Expert**

*Corpul Experților în Accesarea Fondurilor Structurale și de Coeziune Europene* [ 02/12/2018 – 16/12/2018 ]

City: Bucharest | Country: Romania

### **Trainer Certificate**

*The Body of Experts in Accessing European and European Cohesion Funds* [ 06/07/2018 – 28/07/2018 ]

City: Bucharest | Country: Romania

## Project Manager Certificate

*Extreme Training* [ 09/12/2017 – 17/12/2017 ]

City: Bucharest

## Evaluation of European Public Programs and Policies

*The National University of Political Studies and Public Administration* [ 03/10/2016 – 03/07/2018 ]

City: Bucharest | Country: Romania

## Licențiat în Științe Politice

*The National University of Political Studies and Public Administration* [ 01/10/2013 – 07/07/2016 ]

City: Bucharest | Country: Romania

## 2nd Place

*Annual Student Conference of the Faculty of Political Sciences - SNSPA* [ 08/04/2016 – 09/04/2016 ]

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*Colegiul Național „Cuza Vodă”* [ 09/2009 – 06/2013 ]

City: Huși | Country: Romania

## LANGUAGE SKILLS

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**Mother tongue(s):** Romanian

**Other language(s):**

### English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

### French

LISTENING A2 READING A2 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

### Spanish

LISTENING A2 READING A2 WRITING A2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

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

## PUBLICATIONS

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[2021]

### **A PROSPECTIVE EVALUATION ON THE IMPACT OF COVID-19 PANDEMIC ON THE IMPLEMENTATION OF EU-FINANCED PROJECTS. ROMANIAN STUDY CASE**

Europolity, vol.15, no.1, 2021

[2020]

### **INTEGRATION ON THE LABOUR MARKET OF THE DISADVANTAGED CATEGORIES THROUGH INTEGRATED MEASURES.RISKS AND CHALLENGES.**

EU - Diversity, Citizenship and Solidarity under Migration Pressure. From Learning to e-Learning."

[2020]

### **CHALLENGES IN PROJECT MANAGEMENT DURING COVID-19 CRISIS**

ISBN: 978-606-749-508-9

[2019]

### **COUNTERFACTUAL EVALUATION. CASE STUDY – ASSESSING THE NET IMPACT OF A PROJECT IMPLEMENTED WITH EXTERNAL FUNDING**

## ORGANISATIONAL SKILLS

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**Organizational skills 2015** - Project Manager - National Gala of Structured Dialogue with Youth

- Volunteer Coordinator - National Youth Council of Romania

**2014** - Project Manager - Erasmus +, European Voluntary Service - Shining Youth

**2012 - 2016** - Coordinating teams of participants from Romania in 11 projects conducted in EU and non-EU countries, funded by Erasmus +

**2011** - Establishing the NGO Alter-Edu, which I coordinated for two years

**2009 - 2013** - Organizing press conferences and charity events for the "Star of Hope" Foundation, Huși  
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## COMMUNICATION AND INTERPERSONAL SKILLS

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**Communication and interpersonal skills** Development of communication skills through organized events (media relations, press releases, event promotion messages, creating content for invitations, etc.)

**Development of English communication skills** as a result of participating in numerous youth exchanges and courses held in various EU member states.