



Curriculum Vitae Europass

Name:	TOMA RALUCA-VERONICA
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Nationality:	Romanian

PROFESSIONAL EXPERIENCE:

Period:	September 2021 – present
Name:	GENERAL SECRETARIAT OF THE GOVERNMENT
Institution:	Department for Relations with Parliament - General Directorate for Activities Parliamentary - Department for Relations with the Chamber of Deputies
Position:	Executive civil service – Senior advisor Seconded to the Agency for Monitoring and Evaluation of the Performance of Public Enterprises (AMEPIP)

Period: January 2021 – August 2021
Name of the institution: Public administration institution – City Hall
Position: Civil service – Inspector, class I, higher professional grade, grade 3

Period: February 2020 – December 2020
Name of the institution: **The Parliament of Romania – Senate**
Profile: Draft legislation, summaries and comparative analyses to improve and refine the legislative framework
Parliamentary Counsellor
Function: Organizing, presenting and drafting specialized works in parliamentary committees , documenting, recording and computerizing the legislative activity _
Activities:

Period: March 2017 – December 2019
Name of the institution: **Ministry for Romanians Abroad**
Profile: Supporting Romanians abroad and preserving the Romanian identity **Adviser and responsible for the relationship with the Parliament** (a position assimilated to the specific functions of the Ministry of Foreign Affairs)
Position:
Activities: Drawing up financing contracts, carrying out projects for historical communities/mobility diaspora, carrying out specific activities regarding constitutional relations between the Government and Parliament, reporting to the Romanian Parliament, maintaining bilateral relations with the Kingdom of Spain, organizing ARC camps, participating in institutional events, information campaigns for citizens in partnership with other state institutions on safety in the world _

Period: 2016
Name of the institution: **Parliamentary Birou**
Electoral constituency no. 31
Function: Counsellor – Civil Convention
Activities: Organization of the work of the parliamentary cabinet

Period: January 2011 – February 2017
Company name: S.C. Apa Talea S.R.L.
Profile: Trade
Function: Director
Activities: Collaboration with all the company's employees to ensure the information circuit, ensuring the interface with people outside the company, ensuring the two-way flow of information between the company and external customers, as well as between the company's departments, promoting the company's image through the activity carried out _

Period: May 2009 – February 2010
Company name: S.C. "CASA SPATIU VIP" S.R.L.
Profile: Construction, Real Estate, Management Consulting
Function: Accountant
Activities: Primary accounting, operation of accounting data, preparation of monthly statements, relations with banks, Treasury, Public Finance Administration _

Period: March 2008 – April 2009
Company name: **Notarial Office "Margarit Muşat & Associates"**
Profile: Notary
Function: Secretary
Activities: Preparation of mortgages, sale-purchase contracts, pre-contracts, bailment contracts, loan contracts, attachments, land dismantling, notarial powers of attorney, notarial declarations, heir certificates _

Period: February 2005 – October 2005 "MAPFRE"
Company name: – Madrid
Profile: Insurance
Function: Insurance agent – collaboration
Activities: Drafting insurance policies for individuals and legal entities, collaboration with individuals and legal entities, contracting, relations with the bank _

Period: December 2002 – September 2003
Company name: S.C. "OMNIASIG" S.A.
Profile: Insurance
Function: Insurance agent – collaboration
Activities: Drafting insurance policies for individuals and legal entities, collaboration with individuals and legal entities, contracting _

EDUCATION & TRAINING:

Period: September 2019 – present
Institution of National School of Political and Administrative Studies – Bucharest



education: Profile:	Doctoral School – ZI form Political Science – International Relations and European Affairs
Period: Educational institution:	the year 2022 Academy of Economic Studies, Bucharest Faculty of Administration and Public - Initiation in Legislative Mechanisms and Procedures in Public Administrati
Profile:	-Initiation in Interministerial Coordination and Communication
Period: Institution:	May 2019 NATO Defense College – Roma, Italia Modular Short Course on “Centres of Power”
Diploma obtained:	Certificate of attestation
Period: Institution:	May 2019 George C. Marshall European Center for Security Studies Special Seminar in Regional Security Garmisch – Partenkirchen Germany
Diploma obtained:	Certificate of attestation
Period: Institution:	January – July 2019 "Carol I" National Defense University National Defense College /Department for Security and Leadership Studies
Activities:	Postgraduate studies – "Current issues of national security" Participation in courses at the National Defense College, conferences, study trips to Garmisch – Germany, Brussels, NATO College Rome , as well as to Oradea, Iasi, Constanta, visits to various state institutions: Presidential Administration, Ministry of National Defense...
Diploma obtained:	Certificate attesting to professional competences Member of the National Defense College Foundation
Period: Institution:	2018 – September and October Embassy of Romania in the Kingdom of Spain Internship
Activities:	Participation in important official diplomatic meetings, promotion of various public diplomacy projects and events: Open Doors Day at the Embassy, celebration of the Romanian Army Day, participation in briefings organized periodically by the Spanish Ministry of Foreign Affairs, EU and Cooperation on topics of interest to the European Union, daily monitoring of the Spanish press (national and regional) and preparation of press releases, involvement in the conduct of the Referendum on the amendment of the Constitution. Letter of recommendation from Ambassador Gabriela Dancău



Period: 2017 – 2018
Educational institution: "Nicolae Titulescu" University – Bucharest
Master's studies – ZI form
International and European Union Law Master's Degree
Profile: Dissertation: Administrative Institutions in the Kingdom of Spain
Diploma obtained: "Nicolae Titulescu" University – Bucharest Master's studies

Period: January 2018
Institution: The Constitutional Court of Romania

Program perfecționare Auditor intern în sectorul public
Certificat de absolvire
Convention - Internship

Period: December 2017
Educational institution: Faxmedia Consulting S.R.L.
Internal Auditor in the Public Sector Training Program
Profile:
Diploma obtained: Absolvire Certificate

Period: 2006
Educational institution: "Alcalá de Henares" University – Madrid
Profile: **Improvement of the Spanish language**

Diploma obtained: Diploma

Period: February 2005
Educational institution: "MAPFRE" Headquarters – Madrid
Profile: "Insurance Agent" Course
Diploma obtained: Diploma



Period:	September 2003 – March 2004
Educational institution:	"Geo Bogza" Municipal House of Culture
Profile:	PC Diploma User and Operation
Diploma obtained:	Course

Period:	2001 - 2006
Educational institution:	National School of Political and Administrative Studies – Bucharest
Profile:	Faculty of Public Administration Specialization: Administrative Sciences
Diploma obtained:	Bachelor's Degree

Period:	1997 - 2001
Educational institution:	Petrol School Group
Profile:	Economic: finance-accounting
Diploma obtained:	Baccalaureate Diploma Professional certificate: Statistical accountant

PROFESSIONAL SKILLS and COMPETENCES:

Car license:	Category B (from 15 January 2001)
Computer science:	MS-Office: Word, Excel, Power Point, Outlook
Mother tongue:	Romanian
Foreign languages:	Spanish – Advanced English – Medium

SOCIO-PROFESSIONAL SKILLS AND COMPETENCES:

Experience in team management, project coordination, developed team spirit, motivation, creative spirit, excellent active communication and listening skills, interpersonal skills, ability to adapt to a diverse multicultural environment, due to experience working with foreign partners (**ERASMUS Program**), sociable, orderly, ability to assimilate and adapt to the new, committed attitude, entrepreneurial spirit.