



## Roxana-Andreea Andrei

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### WORK EXPERIENCE

2022 – CURRENT

#### MANAGER SAFEGUARDING SAVE THE CHILDREN ROMANIA

- Organizing and conducting safeguarding training for NGO staff;
- Organizing and conducting safeguarding training for local authorities;
- Developing policies and procedures at the organizational level;
- Monitoring the implementation of international safeguarding standards;
- Providing technical support for the development of safe programs according to international standards;
- Participating in recurring meetings with members of other international organizations to establish strategies;
- Coordinating and monitoring individuals responsible for implementing safeguarding procedures at the local level;
- Developing documents and procedures specific to organizing safe activities for beneficiaries;
- Project management;
- Budget management;
- Risk management through periodic risk assessments;
- Administrative and organizational activities for recurring activities;
- Creating awareness materials on child protection.

01/2022 – 08/2022 Bucharest, Romania

#### ASISTENT MANAGER TOMORROW'S FOREST FOUNDATION

- Coordinating the grant program for 2022;
- Initiating recurring administrative activities;
- Organizing and completing administrative registers;
- Organizing events specific to the activity;
- Coordinating volunteers;
- Developing project proposals;
- Providing technical support for the grant application procedure;
- Budget management.

2018 – 2021 Bucharest, Romania

#### ADVISOR CENTER FOR EDUCATIONAL AND SPORTS PROJECTS BUCHAREST-PROEDUS

- Preparing reports and studies on methods and techniques for implementing Sustainable Development Goals within the institution subordinated to the Bucharest City Hall;
- Monitoring the activities of national and international institutions regarding the application of educational development methodologies and quality education methodologies;
- Conducting, coordinating, and monitoring research in relevant fields for the institution;
- Developing a strategy for non-formal education at the Bucharest Municipality level;
- Organizing training for volunteers on topics such as Leadership, Equal Opportunities, Sustainable Development, etc.;
- Organizing events for volunteers;
- Coordinating volunteers;
- Project management and evaluation;
- Technical secretary within the commission for monitoring and implementing the internal managerial control system;
- Monitoring the activities of national and international institutions regarding the application of educational development techniques and methods;
- Participating in the development, implementation, and monitoring of activities carried out at the institution level to identify and measure the impact of the institution's activities;
- Designing, conducting, coordinating, or monitoring, as appropriate, scientific research activities in the fields relevant to the institution;
- Preparing periodic analyses, studies, and reports on various topics within the field of activity;

- Participating in educational, research, scientific, and professional events to develop new activities at the institutional level;
- Proposing topics for organizing seminars, workshops, courses, and conferences relevant to the institution's field of activity and responsibility;
- Organizing projects and programs specific to the field of activity, such as volunteer projects and programs, project calls for educational units, organizing training courses for teachers and auxiliary teaching staff;
- Participating in the implementation of projects funded by international financing.

2018 – 2020 București, Romania

#### **VOLUNTEER** NATIONAL SCHOOL OF POLITICAL AND ADMINISTRATIVE STUDIES SNSPA

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- Part of the project management team for the "Forum of Young Experts in Development from Romania and the Republic of Moldova" (May - December 2018);
- Responsible for coordinating students involved in the project;
- Implementing the project (document preparation);
- Organizing two conferences within the project;
- Coordinating the work within the Institute for International Cooperation and Development-ICID (2018 - 2020).

2016 – 2016 Sulina, Romania

#### **VOLUNTEER** VOLUNTEER, MINISTRY OF FOREIGN AFFAIRS - DEPARTMENT OF POLICIES FOR RELATIONS WITH ROMANIANS ABROAD

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- Camp activity coordinator (one week during summer);

2014 – 2016 Bucuresti, Romania

#### **MEMBER** EUROPEAN CIVIC COMMUNITY

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- Coordinator of volunteers involved in the organization's specific actions;
- Part of the project management team;
- Logistic organizer.

## ● **EDUCATION AND TRAINING**

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2019 – 2024 București, Romania

#### **PHD CANDIDATE** National School of Political and Administrative Studies SNSPA

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##### **Published Articles:**

Roxana Andreea ANDREI 2020. "School Strike for Climate – An Educational Model for Development", *Academos International Conference (Proceedings)*, vol. 7, pages 20-25, October.

Roxana Andreea ANDREI, 2021. "[Nonformal learning a key concept for smart education](#)," *Smart Cities International Conference (SCIC) Proceedings*, Smart-EDU Hub, vol. 9, pages 249-258, November.

##### **Conference Participation:**

7th edition of the *Academos International Conference* in 2020 with the presentation of the published article.

9th edition of the *Smart Cities International Conference* in 2021 with the presentation of the published article.

The Future of Higher Education - Bologna Process Researchers Conference - participant.

##### **Courses Attended:**

Training course, How to Teach Online, offered by Hertie School of Governance, Berlin.

**Field of study** Political Science

01/10/2017 – 10/07/2019 București, Romania

#### **MASTER'S DEGREE** National School of Political and Administrative Studies SNSPA

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##### **Specific Skills Acquired:**

- Knowledge, understanding, and use of particular language;
- Explanation and interpretation;
- Application, transfer, and problem-solving;
- Critical and constructive reflection;
- Creative and innovative conduct.

##### **Legislative Environment Skills:**

- Knowledge and understanding of various systems for protecting fundamental rights;
- In-depth knowledge of civil and political rights resulting from ECHR jurisprudence;
- In-depth knowledge and understanding of national legislation;

- Evaluating reports on the human rights situation;
- Understanding the content of decisions of courts dedicated to human rights protection;
- Working with international standards and relating them to national standards.

#### **Project Management:**

- Knowledge of the principles of programming policies and programs funded at the international and European levels;
- Knowledge of the institutional, legislative, and procedural framework at the community and international levels for managing programs and projects funded by various donor organizations;
- Knowledge of specific concepts of international project management;
- Using theoretical and applied concepts in formulating, implementing, and evaluating various types of projects.

#### **Transversal Skills:**

- Autonomy and responsibility;
- Social interaction;
- Personal and professional development.

**Field of study** Development, International Cooperation, and Humanitarian Aid |

**Thesis** Social Vulnerabilities in the era of Sustainable Development

01/10/2014 – 05/07/2017 Bucuresti, Romania

**BACHELOR'S DEGREE IN INTERNATIONAL RELATIONS AND EUROPEAN STUDIES** National School of Political and Administrative Studies SNSPA

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#### **General Knowledge:**

- English Language, Political Science, Political Ideologies, Sociology, European Studies, European Union Policies, Public Policies, Human Rights, Political Philosophy, and Political Theory.

#### **General Skills:**

- Knowledge, understanding, and use of fundamental concepts in social and political sciences, as well as the principles and methods used in the studied field;
- Ability to identify information sources, analyze and interpret data from real professional contexts and specialized literature;
- Effective oral and written communication skills in the field of specialization in at least one international language;
- Ability to work in a team;
- Ability to quickly assimilate new concepts and technologies that appear in the studied field;
- Ability to autonomously develop learning processes;
- Ability to compare ideas, problems, and solutions with specialists and non-specialists;
- Ability to identify problems and propose solutions, to support them in an argumentative manner;
- Ability to gather and interpret relevant information in the field of study and formulate judgments that include reflections on significant social, scientific, or ethical issues;
- Ability to formulate European projects according to the guide.

#### **Specific Skills:**

- Ability to understand and apply fundamental principles and methods of investigation specific to international relations and European studies;
- Using argumentation and relevant knowledge to analyze facts, trends, and models in Romanian society and the international space;
- Ability to apply policies, regulations, and legal instruments to concrete social and political situations;
- Ability to analyze, synthesize, and model phenomena and processes characteristic of the field of social-political sciences;
- Ability to understand and apply fundamental principles and methods of investigation specific to international relations and European studies;
- Ability to solve specific problems in the field of social-political sciences;
- Ability to identify political problems, analyze and interpret them from the perspective of studied theories;
- Using argumentation and relevant knowledge to analyze facts, trends, and models in Romanian society and the international space;
- Ability to apply policies, regulations, and legal instruments to concrete social and political situations;
- Understanding the structure and functioning of the public sphere.

#### **Interpersonal Skills:**

- Ability to identify strategic aspects and systemic problems, to establish priorities;
- Ability to establish and develop communication relationships, partnerships, and cooperation with individuals, public institutions, media, and NGOs;
- Ability to identify strategic aspects and systemic problems, to establish priorities.

**Field of study** International Relations and European Studies

2021 – 2021

**EXPERT IN ACCESSING STRUCTURAL FUNDS** National Authority for Qualifications

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## ● LANGUAGE SKILLS

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Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C2	C2	C2	C2	C2

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

## ● DIGITAL SKILLS

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Social Media | Microsoft Office | Microsoft PowerPoint | Microsoft Word | Microsoft Excel | Google Drive | Zoom | Skype | Figma | Social Media Communication | basic skills in graphic (canva) | Data bases

## ● ORGANISATIONAL SKILLS

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### Organizational skills

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- Analytical and critical skills;
- Completing tasks very quickly, efficiently, and correctly;
- Logistic organization of work and activities;
- PR and online communication skills (Facebook, Instagram, e-mail, etc.);
- Ability to lead a team;

## ● COMMUNICATION AND INTERPERSONAL SKILLS

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### Communication and interpersonal skills

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- Ability to communicate effectively with the team;
- Effective oral and written communication skills in the field of specialization in at least one international language;
- Ability to identify problems and propose solutions, to support them in an argumentative manner;
- Ability to work in a team;
- Using and presenting information in a concise, well-structured, and interesting form for a wide audience;
- Critical thinking and expressing opinions;
- Ability to support debates;
- Good public speaking skills;
- Social adaptability;
- Conflict mediation skills;