

## Curriculum Vitae

### PERSONAL INFORMATION MANEA GABRIELA



Location : Ploiești, România

Phone: -----

Mail : [gabrielamanea1970@gmail.com](mailto:gabrielamanea1970@gmail.com)

Date of birth: ---/---/---/ Romanian nationality

- 2020-2025 Assistant Advisor, within the Urban Planning and Authorization Service  
(formerly the Urban Planning and Building Authorization Service, class B)  
Bucharest City Hall, Sector 1
- 2018-2020 Urban planning inspector, secretary general of the UAT with responsibilities,  
inspector with responsibilities of the architect  
Valea Doftanei City Hall, Prahova County  
Activity carried out in local public administration as a civil servant
- 2018 Notary secretary  
PRO VERITAS Professional Notary Society, Ploiesti
- 2017 Land registry advisor  
Notary – JUSTUS, Bucharest
- 2016 Advisor and technical writer  
Notary Public Professional Notary Society, Mogoșoaia
- 1986-2007 First-grade land registry clerk - registry and database, advisor,  
cadastral technician, designer  
Prahova Cadastre and Real Estate Advertising Office

### EDUCATION AND TRAINING

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- 2020-2025 National School of Political Studies Bucharest – Doctoral School  
Multidisciplinary – Doctoral Field of Administrative Sciences  
PhD student in the 4th year, with the topic of the PhD thesis: Public  
administration and real estate advertising. Influences and conditions on  
urbanism and territorial planning  
National School of Political and Administrative Studies  
Multidisciplinary Doctoral School  
Doctoral Field Administrative Sciences

- March 2023    [National Institute of Administration](#)  
 Project title: Developing the skills of personnel involved in the public procurement process in public administration in Romania", SIPOCA Code 1100, MySMIS Code 151956.  
[Professional development program in the field of public procurement.](#)
- 2018-2020    [Graduation diploma](#) - Master in Administrative Sciences  
 Executive Power and Public Administration study program  
 National School of Political and Administrative Studies - Bucharest  
 Faculty of Public Administration  
 Financial law institutions, Administrative structures, mechanisms and institutions,  
 Environmental law and sustainable development, Administration systems analysis  
 Public, Public administration theory, Local autonomy, European institutions, Public administration and property rights, Financial instruments of governance, Scientific research in administrative sciences, Decision-making practices in public administration, Ethics and academic integrity,  
 Information technology in public administration (e-administration),  
 Sectoral public policies,  
 Human resources management in public administration.  
 Dissertation – Administrative Act Procedure – Case Study.
- November 2023    [Graduation Certificate – Training Program on the theme "Strategic planning, budgetary planning,/public management, local public policies, substantiation, elaboration, implementation, monitoring and evaluation of decisions at the level of local public administration", organized within the project "Practical implementation of the principles of good governance at the level of Sector 1 of Bucharest Municipality \(SMDI\) for the period 2022-2023", MySMIS code 155844, SIPOCA code 1263. Project co-financed by the European Social Fund through the Administrative Capacity Operational Program 2014-2020. Bucharest City Hall, Sector 1.](#)
- 2022    [Graduation Certificate - National Intelligence Academy "Mihai Viteazul" SUMMER SCHOOL "STRATEGIC COMMUNICATION, GOVERNANCE AND SECURITY IN THE EUROPEAN UNION" JEAN MONNET MODULE EUSEGOV \(2020-2023\) 621227-EPP-1-2020-1-RO-EPPJMO-MODULE STRATEGIC COMMUNICATION, GOVERNANCE AND SECURITY IN THE EUROPEAN UNION and ROUNDTABLE DEDICATED TO DOCTORAL STUDENTS ON THE THEME EU STRATEGIC COMMUNICATION: WHERE FROM AND WHAT NEXT? Aggregating Conspiracies into Unitary Theories Psycho-communicational peculiarities in the receptivity of conspiracy theories: a framework for research Strategic communication, governance and security in the EU: strategic communication scenario in a crisis situation The role of the EEAS/ESDC in EU public diplomacy The role of OSINT in strategic communication in crisis situations. "Mihai Viteazul" National Intelligence Academy Bucharest.](#)

- 2020 Certificate of participation - as an evaluator on the Chief Architect Structure of the City Hall of Sector 1 of Bucharest Municipality  
PROJECT - Implementation of quality and performance management tools for the standardization of citizen-oriented processes and services at the level of Sector 1 of Bucharest Municipality - SIPOCA Code 1256; MySMIS 154777.  
Bucharest City Hall, Sector 1
- July 2019 Certificate of Participation – Advanced Course  
Columna University Association  
Course – urban planning, spatial planning and construction discipline,  
Mamaia City, Constanta County
- September. 2019 Graduation certificate- S.C. Faxmedia Cursuri S.R.L., Ploiești  
Ministry of Labor and Social Justice/ Ministry of National Education  
Professional training course - Head of public institution service – urban planning COR Code 111225
- 2011 European Business Management Scholarship  
British Academy of Business and Communication, Iași  
MBA, Management and Business Administration  
Strategic management
- 2011 British Academy of Business and Communication, Iași  
MBA, Finance Banking  
Banking.Credits. Company banking operations.
- 2011 British Academy of Business and Communication, Iași  
MBA, Human Resources  
Human resources management
- 2011 British Academy of Business and Communication, Iași  
MBA, Law  
Companies. Contracts and Commercial Oppressions
- 2004-2009 Bachelor of Laws  
Bachelor's degree – "George Barițiu" University of Brașov  
Faculty of Law – Law specialization  
License - Enforcement, common aspects
- 2003-2004 Medix Training Courses – Management, Ploiești  
PC operation, Windows 98, Word, Excel, Access  
AutoCAD 2000
- 2003-2004 National Association of Computer Science Trainers/  
Computer Training Center S.A./Microsoft Certified Partner,  
Ploiești  
F401 – Training programmers on IBM-PC compatible microcomputers
- 1989 Baccalaureate Diploma

Foreign languages known	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Participation in	Oral Speech	conversation
English	B1	B1	B1	B1	B2
Organizational/ managerial skills	Organization and coordination of the work team, initiative and problem-solving ability, seriousness Experience in working with people Personnel verification and assessment skills				
Professional skills in the field of urban planning	Control of compliance with construction discipline; Coordination of activities for the development and application of urban planning and territorial development documentation;				
Management of the real estate -	municipal cadastre and the urban data bank; Informing and guiding the public in the field of urban planning and construction;				
Î	Preparation of construction or demolition permit; Preparation of the urban planning certificate; Preparation of the Certificate of Attestation of the Construction of the Construction with Building Permit and Reception Report upon completion of the works. Preparation of the Certificate of Attestation of the Construction of Constructions Executed Without a Building Permit or in Non-Compliance with the Provisions of the Building Permit, and for Which the Prescription Term Has Expired", according to art. 37, para. (6) of Law 50/1991 on the Authorization of the Execution of Construction Works, republished, with subsequent amendments and supplements. Preparation of the Construction Certification Certificate by stage Preparation of the urban development program; Team work; Improving professional training Coordination and control of the activities of subordinate personnel; Organizing the activity of subordinate departments				
Skills developed at the workplace	Creation, development and application of technical methodological norms				
Procedural competences in public procurement field	Procurement Planning and Preparation Stage (cont.): Annual procurement program Public Procurement Policy (PAAP); Annual Public Procurement Strategy (SAAP); Award Documentation. Contracting strategy: Selection/qualification criteria and Award criteria; Guarantees; DUAE; Specifications; Forms and Contract Model. Stage of Organizing the procedure and awarding the contract/framework agreement: Presentation of the attributions of the Evaluation Commission, of the co-opted expert, of the head of the contracting authority				

Obligations of departments within the contracting authority in the field of public procurement  
 Stage of Organization of the procedure and award of the contract / framework agreement:  
 Evaluation of offers/candidates.  
 Direct procurement Specific awarding tools and techniques: Framework agreement.  
 Dynamic Procurement System (DPS), Electronic Auction.  
 The obligation regarding the Report of Necessity.  
 Updating the Annual Public Procurement Program.  
 The working method of the Evaluation Committee.  
 Description of the Post-Award and Monitoring phase of the contract / framework agreement.  
 Modification and adjustment of the contract.  
 The analysis and performance evaluation stage in implementing a procurement process.

#### Computer skills

In-depth knowledge of Microsoft Office tools.  
 Knowledge in computer-aided design – AutoCAD.  
 Programming skills - Fox-Pro and Bassic, Web Design, Pascal Language and SQL.  
 Knowledge in image processing – Corel Suite, Adobe Photoshop.  
 Basic knowledge in troubleshooting, maintaining computers and computer networks.  
 Knowledge in specialized data processing programs.  
 F401 – Training programmers on IBM-PC compatible microcomputers.

#### Other skills

Team spirit, dynamic, communicative, well-organized, creativity,  
 Negotiation and persuasion  
 Logical reasoning, perseverance, seriousness

#### Driving license

Category B