



Curriculum vitae Europass

Personal information

Name / Surname **CLAUDIA-ELISABETA HUSZAR**
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Nationality Romanian
Date of birth
Sex F

Occupation field **Administrative**

Professional experience

Period of time 2006-present
Job title Distance learning secretary I
Period of time 2021-present
Job title International officer
Main Responsibilities

- Maintaining the link with the partner universities abroad
- Maintaining contact with the foreign and Romanian students.
- Presentation of the educational offers abroad
- Enrollment of the foreign and romanian students.
- Establish the link with the foreign universities for new agreements
- Implement good practices from abroad

Company/ Institution Faculty of Business, Babeş-Bolyai University, Cluj-Napoca, Romania

Education

2010 – Volunteer at Students Business Association
2017 - Certified MS Office training course
2018 – Certified training course Basic elements in graphic design
2018 – "Excellence through internationalization" Certificate
2019 – Training Certificate "Motivational and behavioral patterns"
2019 – "Negotiation and conflict management" Certificate
2022 – Essential First Aid Certificate (Basic Life Support, Trauma First Aid. Medical First Aid)

2006-2007 Master Degree
Babeş-Bolyai University Cluj-Napoca, Faculty of Business
Business Administration

2001-2006 Bachelor degree
University of Agricultural and Veterinary Medicine, Cluj-Napoca, Aquaculture engineer

Personal skills

Mother tongue Romanian

Foreign languages

ENGLISH, GERMAN, FRENCH

Autoevaluation

European level(*)

ENGLISH

GERMAN

FRENCH

| Understanding | | | | Speaking | | | | Writing | |
|----------------------|-----------|---------|-----------|--------------------|-----------|-------------------|-----------|----------------|-----------|
| Listening | | Reading | | Spoken interaction | | Spoken production | | Writing | |
| B2 | EXCELLENT | | EXCELLENT | | VERY GOOD | | VERY GOOD | | VERY GOOD |
| B2 | GOOD | | GOOD | | MEDIUM | | MEDIUM | | MEDIUM |
| A2 | GOOD | | GOOD | | MEDIUM | | MEDIUM | | MEDIUM |

Communication skills

Good communication skills, ability in interpersonal relations, ability to work in team and in a multi-cultural environment, increased adaptability to new situations.

Organisational/ managerial skills

Planning daily activities, good analysis and synthesis, good organizer.

Computer skills

Word, Excel, Power Point, Internet-social platforms, MS Teams, Academic info platform, RMU.

Other skills

Well organized, meeting deadlines, ability to multi-tasking, analytical thinking.