



Curriculum vitae Europass

Personal information

Name / Surname Podar Dumitrița
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Nationality Romanian
Date of birth
Sex F

Occupation field Administrative

Professional experience

Period of time 2005-present
Job title Secretary I full-time education
Main Responsibilities

- Ensuring the activity of drawing up and managing specific documents for the form of frequent education, specializing in Business Administration, Romanian line, specializing in Business Administration, English line, specializing in Business Administration in Hospitality Services, Romanian line, specializing in Business Administration in Hospitality Services, English line, specialization Business Administration, master Romanian line, specialization Hotel Management, master, Romanian line, specialization International Business Administration, master, English line, specialization Business Administration in Hospitality and International Tourism, master, English line,
- Ensuring the activity of recording students' school situations,
- Ensuring the activity of informing students and the public.

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

Education

2010 – ASB volunteer
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
2023 – Course "Organization and prioritization of activities".

2005-2006 Master's degree
Babeș-Bolyai University Cluj-Napoca, Faculty of Biology and Geology
Master in Applied Mineralogy and Geology

2000-2004 Bachelor's degree
Babeș-Bolyai University Cluj-Napoca, Faculty of Physics, Specialization in Physics

Personal skills

Communication, flexibility, seriousness, etc

Mother tongue Romanian

Foreign languages

Autoevaluation

European level(*)

ENGLISH

ENGLISH

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	Writing
B1	B1	B1	B1	B1

Communication skills

Good communication skills, ability in interpersonal relations, ability to work in a team, ability to work in a multi-cultural environment.

Organisational/ managerial skills

Skills in planning daily activities, skills of analysis and synthesis, skills in applying and following the rules, good organizer of the information system, of the necessary contacts (work meetings, conferences), ability to correctly manage the time to complete a task

Computer skills

Word, Excel, Power Point, Internet-social platforms, RMU, Academic Info.

Driver's license(s)

B category

Other skills

Volunteering at Royal Rangers Cluj Postul 1.