



## Curriculum vitae Europass

### Personal information

Name / Surname BEUDEAN LIDIA-SUSANA  
 Adresse(e) APAHIDA, CLUJ, ROMANIA  
 Mobil 004/264599170  
 Fax(s) 004/264590110  
 E-mail(s) LIDIA.BEUDEAN@UBBCLUJ.RO  
 Nationality ROMANIAN  
 Date of birth -  
 Sex F

### Occupation field **Administrative**

### Professional experience

Period of time 2007- PRESENT  
 Job title SECRETARY I  
 Main Responsibilities
 

- Ensuring the activity of recording the school situations of Romanian and foreign students.
- Maintaining contact with foreign and Romanian students
- Ensuring the activity of informing students

 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  
 2018 – Certificate "Involvement in the activity of administrative staff from UBB"  
 2019 – Certified "Professional Code of Conduct of Auxiliary Teaching and Non-Teaching Staff from UBB"  
 2019 – "Negotiation and conflict management" certificate  
  
 2007-2008 Master's degree  
 Babeș-Bolyai University Cluj-Napoca, Faculty of Business  
 Business Administration, Master of Business Administration  
  
 2002-2006  
 Babeș-Bolyai University, Faculty of Sociology and Social Work, specialization in Social Work

### Personal skills

HUMAN RESOURCE MANAGEMENT, PSYCHOLOGY, IT, MARKETING STRATEGIES, MANAGEMENT, NEGOTIATION AND CONFLICT MANAGEMENT, ETC.

Mother tongue ROMANIAN

### Foreign languages

#### ENGLISH

Autoevaluation

European level(\*)

#### ENGLISH

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

Communication skills	Communicative, flexible, active listening
Organisational/ managerial skills	<ul style="list-style-type: none"><li>- ability to work in a team</li><li>- orientation towards the result</li><li>- ability to assimilate new information and skills</li><li>- analytical spirit</li></ul>
Computer skills	Word, Excel, Power Point, Internet-social platforms, MS Office
Other skills	