



Curriculum vitae Europass

Informații personale

Nume / Surname **BOIAN OANA MANUELA**
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E-mail(s) oana.boian@ubbcluj.ro
Naționality romanian
Date of Birth -
Sex F

Occupation field **Administrative**

Professional experience

Period of time 2002- present
Job title Chief administrator
Main Responsibilities Application and follow-up the financial – accountin policy of the faculty
 Manages the financial income and expences of the faculty's budgetay and extrabudgetary resources
Company / istitution Faculty of Business, Babeș-Bolyai University, Cluj-Napoca, Romania
Type of business or sector Education

Education

Period of time 1990-1995
Qualification / Diploma obtained Licensed economist / bachelor's degree
Professional skills acquired Elaboration of situations regarding the analysis of yhe company's costs and ensuring the operation of the economic-financial levers in accordance with the provisions of the legislation in force.
Name and type of educational of institution University Babeș-Bolyai Cluj-Napoca, Faculty of Economics
Level in national or international classification Lincensed economist
Period of time 1984-1988
Qualification / Diploma obtained High school diploma
Name and type of educational of institution High School Emil Racoviță, Cluj-Napoca

Personal skills

Native language **Romanian**
Foreign languages **Enhlish**

Autoevaluation
European level (*)

English

Understanding		Speaking		Writing
Listening	Reading	Participation in the conversation	Oral speech	Written expression
B1	B1	B1	B1	B1

() The level of the Common European Framework of reference for Foreign Language*

Communication skills	Sociable, communicative, adaptable to stressful situations, teamwork, availability in the relationship with the public
Oranisional skills and competences	Ensures a good supply of the necessary materials for the good functioning of the activity in the faculty and contributes to the good organization of various events
Computer skills	Word, Excel, Power Point, MS Office, Teams.
Other skills	