



**Curriculum vitae
Europass**

Informații personale

Name /Surname	MIREȘAN RAMONA-MARIA
Address(es)	No. 1, Lt. Calin Avenue, Bistrița, Bistrița-Năsăud, postal code 420119, România
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Fax number(s)	
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Nationality(ies)	Romanian
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Date of birth	October, 13th, 1979
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Sex	Female
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Desired employment

Work experience

Dates	2007 onwards
Occupation or position held	Secretary, Babeș-Bolyai University
Main activities and responsibilities	
Name and address of employer	Babeș-Bolyai University, Cluj-Napoca
Type of business or sector	University education
Dates	2003 - 2007
Occupation or position held	French teacher
Main activities and responsibilities	Teaching, examination and evaluation didactic activities
Name and address of employer	Secondary School Șintereag, jud. Bistrița-Năsăud
Type of business or sector	Secondary and Highschool Education

Education and training

Dates	2005
Title of qualification awarded	Obtaining of the Basic Teacher's Formation Degree (Definitivat)
Principal subjects/occupational skills covered	French language and literature
Name and type of organisation providing education and training	Babeş-Bolyai University, Cluj-Napoca , Department for Teachers' Training (Departamentul pentru pregătire profesori)
Level in national or international Classification	
Dates	1999-2003
Title of qualification awarded	Bacheor of philologies studies
Principal subjects/occupational skills covered	French language and literature, Spanish language and literature, Comparative literature,
Name and type of organisation providing education and training	Babeş-Bolyai University, Cluj-Napoca, European Studies Faculty
Level in national or international Classification	ISCED 5
Dates	1994-1998
Title of qualification awarded	Baccalaureate Degree
Principal subjects/occupational skills covered	Theoretical subjects
Name and type of organisation providing education and training	Emil Racovita Highschool, Cluj-Napoca
Level in national or international Classification	ISCED 3
Personal skills and competences	
Mother tongue(s)	Romanian

Other language(s)

Self-assessment
European level (*)

Spanish**French****English**

Understanding				Speaking				Writing	
Listening		Reading		Spoken Interaction		Spoken production		<u>Exprimare scrisă</u>	
C2	Proficient user	C2	Proficient user	B1	Independent user	B1	Independent user	B1	Independent user
C2	Proficient user	C2	Proficient user	B1	Independent user	B1	Independent user	B1	Independent user
A2	Basic user	A2	Basic user	A2	Basic user	A1	Basic user	A1	Basic user

(*) Common European Framework of Reference (CEF) level

Social skills and competences

Capacity to identify problems, to solve them, planning abilities and time and resource management.

Organisational skills and competences

Team work, communication abilities and interpersonal communication, intercultural communicative abilities, conflict management, negotiations, public relations.

Computer skills and competences

Competent with most Microsoft Office programmes and some experience with HTML

Driver's licence

B

Additional information

Authorised Translator Certificate, issued by the Justice Ministry for Spanish and French