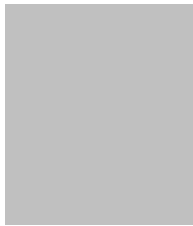


PERSONAL INFORMATION

AVRAM TEODORA



 7 Parang street, Cluj-Napoca, 400552, Romania

 0475367152

 teo_24_a@yahoo.com

 [State personal website\(s\)](#)

 [Replace with type of IM service](#) Replace with messaging account(s)

Sex Female | Date of birth 02.06.1982

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Librarian UBB

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (March 2006-
Present)

Replace with occupation or position held
Librarian

Faculty of Business “ UBB” Cluj-Napoca

- Replace with main activities and responsibilities
- 2006-present (2015)- Librarian
 - Ability to work systematically
 - Good memory
 - Ability to communicate
 - Environmental good behaviour university
 - Adapting to teamwork and new tasks
 - Professionalism and promptly in dealing with users
 - Fairness and seriousness in doing business and work relationships

EDUCATION AND TRAINING

2006-2007 **PhD- Master of Arts in Management Assistance**
Faculty of Business, Cluj-Napoca

Replace with EQF
(or other) level if
relevant

2001-2005 **Bachelor of Arts in Library**
Faculty of Business, Cluj-Napoca

-

PERSONAL SKILLS

[Remove any headings left empty.]

Mother tongue(s) Romanian

UNDERSTANDING	SPEAKING	WRITING
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	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	B2	B2	B1	A2
	Replace with name of language certificate. Enter level if known.				
Replace with language	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
 Common European Framework of Reference for Languages

Communication skills Replace with your communication skills. Specify in what context they were acquired. Example:
 ▪ good communication skills gained through my experience as sales manager

Organisational / managerial skills Replace with your organisational / managerial skills. Specify in what context they were acquired.
 Example:
 ▪ leadership (currently responsible for a team of 10 people)

Job-related skills Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.
 Example:
 ▪ good command of quality control processes (currently responsible for quality audit)

Computer skills Replace with your computer skills. Specify in what context they were acquired. Example:
 ▪ working with calculated abilities (Microsoft Office- Word, Excel, Power Point)

Other skills

Driving licence Replace with driving licence category/-ies. Example:
 No.

ADDITIONAL INFORMATION

- Publications
- Presentations
- Projects
- Conferences
- Seminars
- Honours and awards
- Memberships
- References

ANNEXES
