



Personal information

Surname(s) / First name(s)

FOTA NICOLETA-GEORGETA

Address(es)

COL. SCARLAT DEMETRIADE, BL. I.7, SC. 3 AP. 14, CRAIOVA, ROMÂNIA

Telephone(s)

0351- 410159

Mobile: 0722 - 435646

Fax(es)

0351- 410159

E-mail(s)

f_nicoleta@hotmail.com

Nationality(-ies)

Romanian

Date of birth

16 AUGUST 1978

Work experience

Dates

1996 – present

Occupation or position held

Secretary

Main activities and responsibilities

The Department of Postgraduate Courses

Name and address of employer

University of Craiova, 13 A.I. Cuza St.

Type of business or sector

The Faculty of Economics and Business Administration, The Company Management Institute

Dates

September 2001-2005

Occupation or position held

Secretary

Main activities and responsibilities

Administration and coordination of postgraduate courses programme of the Faculty of Economics and Business Administration, public relations and contact person for local media, advertising and promotion, general office administration, conference organiser, issuing of reports and supervision of Courses

Name and address of employer

University of Craiova, 13. Al.I. Cuza St.

Type of business or sector

The Faculty of Economics and Business Administration , The Institute of Company Management

Dates

1996 – 1998

Occupation or position held

Office manager

Main activities and responsibilities

Meetings and conferences organiser, contact person for collaborators, general office administration.

Name and address of employer

University of Craiova, 13 A.I. Cuza St.

Type of business or sector

The Faculty of Economics and Business Administration, The Romanian – American Consultancy Centre for small and medium size companies

Education and training

Dates

2003 – present

Qualification sought

Doctorate

Principal subjects/Occupational skills covered

International Business Relations, Doctoral Thesis: *'The impact of Multinational Corporations on Direct Foreign Investments'*

Name and type of organisation providing education and training

The Faculty of Economics and Business Administration, University of Craiova

Level in national or international classification

Doctorate, Post-graduate qualification

<p>Dates</p> <p>Title of qualification awarded</p> <p>Principal subjects/Occupational skills covered</p> <p>Name and type of organisation providing education and training</p> <p>Level in national or international classification</p>	<p>2001 – 2003</p> <p>The Faculty of Economics and Business Administration, University of Craiova European Institute of Company management. Company management</p> <p>Degree of Postgraduate Studies</p> <p>Postgraduate Course</p>
<p>Dates</p> <p>Title of qualification awarded</p> <p>Principal subjects/Occupational skills covered</p> <p>Name and type of organisation providing education and training</p> <p>Level in national or international classification</p>	<p>2004 – 2005</p> <p>University of Craiova, <i>REGIONAL ACADEMIC CENTRE OF FORMATION, ASSISTENCE AND CONSULTING IN HUMAN RESOURSE MANAGEMENT - CRUFACRUM</i> Business field, Human Resource management</p> <p>Degree of Postgraduate course of Specialization</p> <p>Postgraduate course of Specialization</p>
<p>Dates</p> <p>Title of qualification awarded</p> <p>Principal subjects/Occupational skills covered</p> <p>Name and type of organisation providing education and training</p> <p>Level in national or international classification</p>	<p>1999 – 2003</p> <p>Degree of Law Law, legal studies</p> <p>"Nicolae Titulescu" School of Law, University of Craiova</p> <p>Primary Degree</p>
<p>Dates</p> <p>Title of qualification awarded</p> <p>Principal subjects/Occupational skills covered</p> <p>Name and type of organisation providing education and training</p> <p>Level in national or international classification</p>	<p>1993 – 1996</p> <p>European Baccalaureate Biology – Chemistry</p> <p>Charles Lougier Secondary School, Craiova</p> <p>Secondary Level Education</p>
<p>Scientific Research Experience:</p>	
<p>Publications</p>	<p>4 text books 12 papers published in scientific journals</p>
<p>Research contracts</p>	<p>1 - CNCSIS - Type Grant A - CNCSIS - 601</p>
<p>Special skills and competences</p>	<ul style="list-style-type: none"> - I establish easily human relations with the students and the colleagues, in different types of activities - <i>Teamwork: I perform well in varoius teams as a result of didactic, progessional and research activities</i>

Mother tongue(s)
Other language(s)
Self-assessment
European level (*)
Language
Language

Specify mother tongue: Romanian

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
English	Excellent	Good	Good	Good
Italian	Good	Good	Good	Good

Driving licence(s)
Additional information

B driver license, obtained 1997. Considerable driving experience.

Contact persons:

Professor PhD. Constantinescu DUMITRU, University of Craiova, dconst@central.ucv.ro

Professor PhD. Laura GIURCA-VASILESCU, University of Craiova, laura2004@yahoo.com