

Curriculum vitae

Personal information

Surname(s) / First name(s) **Borcoși Corina - Ana**
Address(es) Bl. 22, Ap. 4, Aleea Smârdan, Târgu-Jiu, Gorj, Romania
Telephone(s) 0353 / 402860 Mobile: 0726279957
Fax(es) -
E-mail corina_ana@hotmail.com
Nationality Romanian
Date of birth 03.05.1970
Gender Female

Desired employment / Occupational field (remove if not relevant, see instructions)

Work experience

Dates **2003 - present**
Occupation or position held economist - engineer
Main activities and responsibilities
- **Human Resources Inspector**: preparing and filing documents management personnel, preparation and management staff work books, preparing the payroll for staff, preparation and submission of contributions to the state budget, preparation and submission of the Registrar of Employees electronic;
- **Internal audit for quality management system**: the documentation related to Quality Management System EN ISO 9001:2008, participation as an auditor in internal audits;
- **Worker designated OSH** (Safety and Health at Work) - average: responsible to the Safety and Health at Work, conducting general briefing on safety and health, for new employees;
- **Risk Assessor in safety and health at work** - workplace risk assessment, prevention and protection plan preparation;
- **RSVTI operator** responsible for the monitoring and verification technology facilities
- monitoring of pressure vessels and lifting equipment;
- **Trainee to award quality of expert accountant** - making records of accountant
Other tasks: completing statistical questionnaire.
Name and address of employer SC KONCORD TRANS SRL, Târgu-Jiu, Jud. Gorj
Type of business or sector Cod Caen 3109 – Furniture production
Dates **2004 - 2008**
Occupation or position held Associate Professor
Main activities and responsibilities Teaching disciplines: management, marketing, accounting
Name and address of employer University „Constantin Brâncuș” of Târgu-Jiu, jud. Gorj

Type of business or sector	-
Dates	2002 - 2003
Occupation or position held	Consultant Business Plans
Main activities and responsibilities	Development of business plans for NGOs and SMEs
Name and address of employer	Foundation „Umanitatea” of Târgu-Jiu, jud. Gorj
Type of business or sector	-
Dates	1995 - 1999
Occupation or position held	engineer
Main activities and responsibilities	- First line manager - making maintenance and repair; - Participation in the automation of production processes using process computers.
Name and address of employer	SC ARTEGO SA Târgu-Jiu, jud. Gorj
Type of business or sector	Industry
Education and training	
Dates	April 2009
Title of qualification awarded	Operator responsible for monitoring and verification technology facilities
Principal subjects/occupational skills covered	Legislation SCIR Supervision of pressure vessels and hoisting equipment
Name and type of organization providing education and training	SCIR - State Inspection for Control of Boilers, Pressure Vessels and Hoisting Equipment / SC ARTOPROD Ltd. Rm Vâlcea
Level in national or international classification	-
Dates	October 2008 - present
Title of qualification awarded	Trainee quality for the award of expert accountant
Principal subjects/occupational skills covered	Internal legislation and international accounting -
Name and type of organization providing education and training	Body of Expert and Licensed Accountants of Romania, Gorj
Level in national or international classification	-
Dates	October – December 2007
Title of qualification awarded	Risk assessor in health and safety at work
Principal subjects/occupational skills covered	Safety and health legislation, methods of risk assessment at workplaces Workplace risk assessment, prevention and protection plan preparation;
Name and type of organization providing education and training	Technical University „Gheorghe Asachi” of Iași
Level in national or international classification	-
Dates	July - August 2007
Title of qualification awarded	Inspector HR

Principal subjects/occupational skills covered	- Human Resources Legislation - Preparing and filing documents personnel management, preparation and management staff work books, preparing the payroll for staff, preparation and submission of contributions to the state budget, preparation and submission register employees electronically;
Name and type of organization providing education and training	Business Romanian School C.C.I. of Târgu-Jiu, jud. Gorj
Level in national or international classification	-
Dates	March – April 2007
Title of qualification awarded	OSH designated worker - average
Principal subjects/occupational skills covered	Legislation Safety and Health at Work Making general briefing Occupational Safety and Health at Work and other tasks specified in the OSH legislation
Name and type of organization providing education and training	Labor inspection / Training Centre and Professional Training of the Labor Inspectorate Botosani
Level in national or international classification	-
Dates	October 2005 - present
Title of qualification awarded	PhD
Principal subjects/occupational skills covered	Scientific literature in the field of management
Name and type of organization providing education and training	University of Craiova, Faculty of Economics and Business Administration
Level in national or international classification	-
Dates	October 2004
Title of qualification awarded	Internal Auditor for Quality Management System
Principal subjects/occupational skills covered	International Quality Standards the documentation related to Quality Management System EN ISO 9001:2008, participation as auditor in internal audits
Name and type of organization providing education and training	SC ARTEGO SA – Consulting Services for Business and Management, Targu-Jiu
Level in national or international classification	-
Dates	October 1999 – august 2003
Title of qualification awarded	Economist, Specialization of Management”
Principal subjects/occupational skills covered	management, marketing, economics, accounting economist
Name and type of organization providing education and training	University „Constantin Brîncuși”, Faculty of Economics, Specialization of Management, Târgu-Jiu
Level in national or international classification	-
Dates	October 1989 – June 1994
Title of qualification awarded	Engineer
Principal subjects/occupational skills covered	electronics, electrical machines and electromechanical actuators, manipulators and robots, watching engineer

Name and type of organization providing education and training

University of Craiova, Faculty of Electro mechanics, specialization "Industrial Robots"

Level in national or international classification

-

Personal skills and competences

Mother tongue(s)

Specify mother tongue (if relevant add other mother tongue(s), see instructions)

Other language(s)

Self-assessment

European level (*)

English

Russian

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

(*) Common European Framework of Reference for Languages

Social skills and competences

Ability to work as a team

Organizational skills and competences

Ability to organize my own work

Technical skills and competences

Gained from practical experience in engineering

Computer skills and competences

Using Internet , Office, Accounting Software, software human resources, acquired in last job

Artistic skills and competences

-

Other skills and competences

-

Driving license

Driving license category B

Additional information

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Annexes

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Borcoși Corina - Ana

March 2010