



## Curriculum vitae Europass

### Personal information

First name(s) / Surname(s) **POPA Cristina Liliana**

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Nationality Romanian

Date of birth 11.08.1978

Gender Female

### Occupational field

Principal inspector

### Work experience

Dates April 2008 – in present

Occupation or position held Principal inspector

Main activities and responsibilities

1. Participate to development European funded projects true the following stages:
  - a. Identify the agency needs;
  - b. Make analyses of cost/benefits, social risk, social and institutional impact, technical capacity, environmental impact;
  - c. Identify notes about the sources of the funding and the eligibility rules;
  - d. Defines general and specific objectives, formulate expected results of the activities projects, who lead to the objectives set;
  - e. Examines the opportunities, the risks of implementation and the sustainability;
  - f. Identify the human resources of implementing the projects, the method of monitoring, evaluation and audit;
  - g. Develop the implementation schedule and budget;
  - h. Completed grant application forms and annexes;
  - i. Sent all documents and annexes to the management authority to evaluate the project;
  - j. Keeping in touch and respond to the letters, in time and under the law;
  - k. Collaboration with the Intermediate Body SOP HRD of National Agency of Employment and othe authorities about reporting, situations, partnerships, joint project developement;
2. Monitoring the technical development of the projects;
3. Periodically review the stage of the training plan and training programs for specific categories or with lower chances of integration into the labor market and take the concrete steps to achieve the gold.
4. Follow the objectives set out in the agreements and cooperation plan, in their field's activities.
5. Aims to ensure qualities training of the workforces made by training programs authorized under the law.
6. Track the performances of the contracts with the providers of training required by the law and contracts terms;
7. Ensure uniform applications of the methodology, rules, regulations and legislations approved employment training;
8. Ensure the conditions necessary to finalizations of the training courses and graduated, as appropriated;
9. Make the registrations and training group by taking over and checking documents in accordance to the law;
10. Carry out the checking following the schedule plan of implementation programmer, taking legal action against absents unreasonable and of course, recover expenditures;
11. Prepares notes of funding about long life learning courses and make proposal for improving the of the activity;

Name and address of employer	County Agency for Employment Mehedinti, Carol I Street, no. 3, Drobeta Turnu Severin
Type of business or sector	Department of Methodology and Programmer
Dates	January 2007 – April 2008
Occupation or position held	Monitoring Officer
Main activities and responsibilities	<ol style="list-style-type: none"> <li>1. Monitoring the implementation of the projects; elaboration the monitoring reports;</li> <li>2. Evaluation the projects in the point of view of relevance, efficient, effective of the impact and their sustainability;</li> <li>3. Prepares the support documentation for the grant contracts signing; endorses the grant contracts after the Phare IAg has signed them; checks the conformity with the project objectives for any proposal submitted by the contractor concerning the amendment of the activities and/or of the expert team, including secondary experts; elaborated the Explanatory Note which fundamentals the amendment request proposed by the contractor or initiated by IB SOP HRD, as Phare Implementing Authority or by MA SOP HRD as Phare IAg and transmits to Phare IAg his/her endorsement/non-endorsement for the elaboration of the documents necessary for the request approval/rejection, other activities.</li> </ol>
Name and address of employer	MoLSSF- Regional Intermediate Body SOP HRD South – West Oltenia, Traian Demetrescu Street, no. 14, Craiova
Type of business or sector	Drobeta Turnu Severin, Mehedinti County
Dates	February 2006 – December 2006
Occupation or position held	Assistant Inspector
Main activities and responsibilities	<ol style="list-style-type: none"> <li>1. Monitoring the implementation of the projects;</li> <li>2. Elaborating monitoring raports;</li> <li>3. Monitoring, maintenance and promotion of the partnerships at the regional level in order to implement the projects.</li> </ol>
Name and address of employer	National Agency for Employment - Regional Intermediate Body SOP HRD South – West Oltenia
Type of business or sector	Department of implementing Programmer
Dates	December 2001 – February 2006
Occupation or position held	Assistant Inspector
Main activities and responsibilities	<ol style="list-style-type: none"> <li>1. Periodically review the stage of the training plan and training programs for specific categories or with lower chances of integration into the labor market and take the concrete steps to achieve the gold.</li> <li>2. Follow the objectives set out in the agreements and cooperation plan, in their field's activities.</li> <li>3. Aims to ensure qualities training of the workforces made by training programs authorized under the law.</li> <li>4. Track the performances of the contracts with the providers of training required by the law and contracts terms;</li> <li>5. Ensure uniform applications of the methodology, rules, regulations and legislations approved employment training;</li> <li>6. Ensure the conditions necessary to finalizations of the training courses and graduated, as appropriated;</li> <li>7. Make the registrations and training group by taking over and checking documents in accordance to the law;</li> <li>8. Carry out the checking following the schedule plan of implementation programmer, taking legal action against absents unreasonable and of course, recover expenditures;</li> <li>9. Carry out the checking;</li> <li>10. Prepares notes of funding about long life learning courses and make proposal for improving the of the activity;</li> </ol>
Name and address of employer	County Agency for Employment Mehedinti, Carol I Street, no. 3, Drobeta Turnu Severin
Type of business or sector	Training department
Dates	October 2002 – July 2004
Occupation or position held	Preparatory
Main activities and responsibilities	- teaching; other activities.

Name and address of employer University of Craiova, Faculty of Economic Sciences,  
Călugăreni Street, no. 1, Drobeta Turnu Severin

Type of business or sector Education

Name and address of employer University of Craiova, Faculty of Economic Sciences.

**Education and training**

Dates 2005 – in present

Title of qualification awarded Student Ph. D.

Principal subjects/occupational skills covered Accounting

Name and type of organisation providing education and training University of Craiova, Faculty of Economic Sciences,

Dates 2003

Title of qualification awarded Short-track courses

Principal subjects/occupational skills covered Analyzing labour market

Name and type of organisation providing education and training University Babes-Bolyai

Dates 2002 - 2004

Title of qualification awarded Master Administration Financier-Accounting

Name and type of organisation providing education and training The West University, Faculty of Economic Sciences

Dates 1997 - 2001

Title of qualification awarded Bachelor degree

Principal subjects/occupational skills covered Finance and Accounting Department

Name and type of organisation providing education and training The West University, Faculty of Economic Sciences

**Personal skills and competences**

Mother tongue(s) **Romanian**

Other language(s)

Understanding				Speaking				Writing	
<i>Listening</i>		<i>Reading</i>		<i>Spoken interaction</i>		<i>Spoken production</i>		<i>Listening</i>	
C2	Experimental utilization	C2	Experimental utilization	C2	Experimental utilization	C2	Experimental utilization	C2	Experimental utilization
B2	Utilization independent	B1	Utilization independent	B1	Utilization independent	B1	Utilization independent	B2	Utilization independent

(\*) Common European Framework of Reference for Languages

Social skills and competences Adaptabilities capacity, team work, communication capacity,

Organisational skills and competences Organizational spirit, Knowledge on projects management.

Computer skills and competences Skills on computer: Word, Excel, AEL, Power Point, Corel, Internet, etc.

Other skills and competences -

Driving licence Driving lessons, B category

Additional information

- *The Spanish model training – A model of success. Parallel with the Romanian reality* – International Scientific Conference, University of Craiova, Center Drobeta Turnu Severin, One step on integration: Opportunities and threats, Publisher Universitaria, Craiova, ISBN 973-742-371-2, July 2006;
- *Retreating the subsidies accounts* - International Scientific Conference, University of Craiova, Annals of University of Craiova, Publisher Universitaria, Craiova, ISBN 973-742-371-2, October 2006;
- *A new vision on a company's professional training expenses: long term investment or just a cost?* – 4<sup>th</sup> International Scientific Conference ECO-TREND 2007, Economic and Globalization, Tg-Jiu, Constantin Brâncuși University of Târgu Jiu, Faculty of Economics 23-24 November 2007;
- *The cost of Human Capital in view of IAS/IFRS –Accounting policies on human capital* – Dunărea de Jos University Galați, The 9<sup>th</sup> International Scientific Conference “The risk in contemporary economy”, 29-30 November 2007;
- *Conceptual notion and theories about human capital* - Scientific Conference, Câmpulung Muscel, Spiru Haret University, Accounting and Finance Faculty, publish in Annals Spiru Haret University, 16-17 May 2008;
- *The Deficiencies of the Information Offered by the Present Financial Situations Regarding the Human Resources* – International Conference „Business Field 'Delinquency”, AGORA University, Law and Economics Faculty Oradea, publish in International Journal of Juridical Sciences, ISBN 1843-570X, 30-31 October 2008;
- *Types and structures of human resources Balance Sheet* - International Scientific Conference ECO-TREND 2008, European Developments and Globalization, V<sup>th</sup> edition, Constantin Brâncuși University, Tg-Jiu, ISBN 978-973-144-205-1, 21-23 November 2008;
- *Achiving the human capital report, why and how* - - International Scientific Conference with the theme “Development and European Integration”, Sighetul Marmăției, Babeș-Bolyai University Cluj-Napoca, 16-17 octombrie 2009.

Annexes

1. Bachelor degree
2. Master Administration Financier-Accounting
3. Short-track courses
4. English languages proficiency certificate
5. Computer degree