



Curriculum vitae Europass

Personal information

Surname / Name **UDREA ANCA**
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E-mail(s) anca_udrea1209@yahoo.com
Nationality(-ies) Romanian
Date of birth September 12 1974
Sex feminine

Professional experience

Period	May 1999 to present
Job title or occupied position	Legal adviser
Main activities and responsibilities	<ul style="list-style-type: none">- endorsement of contracts (labour contracts, research contracts, acquisition contracts, design contracts, works contracts, service contracts, lease contracts)- endorsement of documentation for the allotment of products, works and services using budget funds, research (type: PN II, the National Board of Scientific Research for Higher Education, the Superior Research program, research with third parties) and external irredeemable financing (type: Leonardo, AU, Phare, Erasmus, Socrates, FP IV)- assessment and awarding of offers of products, works and services- concluding supply, service and works contracts amounting to 300.000 lei VAT excluded (for year 2007)- acting as representative of the employer for legal instances- endorsement of the files for the examination of the teaching staff- expert assistance
Name and address of employer	University of Craiova, Craiova, Romania
Type of activity or field of activity	Higher education
Period	2008 to present
Job title or occupied position	Member of the team for implementing the POS-DRU „TREPAN” project – Rethinking and consolidating the entrepreneurial culture by providing instruments of training and development of partnership at transnational level
Name and address of employer	University of Craiova, Craiova, Romania
Type of activity or field of activity	Higher education
Period	2009 to present
Job title or occupied position	Member of the team for implementing the POSDRU „EUROCOMP” project – Centre of continuation training of preuniversity teaching staff with a view to conforming the didactic activity to the new European education requirements
Name and address of employer	University of Craiova, Craiova, Romania
Type of activity or field of activity	Higher education
Period	2009 to present

Job title or occupied position	Member of the team for implementing the POSDRU project – Increasing the attractiveness and efficiency of doctorate university studies by granting doctoral scholarships
Name and address of employer	University of Craiova, Craiova, Romania
Type of activity or field of activity	Higher education
Period	September 1997 - April 1999
Job title or occupied position	Legal adviser
Main activities and responsibilities	<ul style="list-style-type: none"> - acting as representative of the employer for legal instances - expert assistance
Name and address of employer	DAEWOO Automobile Craiova
Type of activity or field of activity	Industry
Education and training	
Period	2004 to present
Type of qualification / degree	Candidate for a doctor's degree in Economics
Main subjects of study / acquired proficiency	The operation and regulation of the labour market in Romania within the frame of the integration in the European Union
Name and type of educational institution / of training provider	University of Craiova, Craiova, Romania
Period	1999-2000
Type of qualification / degree	Degree of postuniversity specialization studies
Main subjects of study / acquired proficiency	The role of the general theory of law as the science of essences within the analysis of fundamental legal branch institutions
Name and type of educational institution / of training provider	University of Craiova, Craiova, Romania
Period	1993-1997
Type of qualification / degree	Jurist
Main subjects of study / acquired proficiency	Law
Name and type of educational institution / of training provider	University of Craiova, Craiova, Romania
Period	22-26.06.2005
Type of qualification / degree	Certificate
Main subjects of study / acquired proficiency	The efficient implementation of the legislation concerning the public-value procurements for the public funds
Name of training provider	S.C. Doma Serv S.R.L
Period	10-14.08.2006
Type of qualification / degree	Certificate
Main subjects of study / acquired proficiency	The new legislation concerning the allotment of contracts of public procurements
Name of training provider	S.C. Temainvest S.R.L
Period	26-28.01.2007
Type of qualification / degree	Certificate
Main subjects of study / acquired proficiency	Project manager – the management of public procurements and investments
Name of training provider	Ministry of Labour, Family and Social Protection and Ministry of Education and Research
Period	20-25.08.2007
Type of qualification / degree	Certificate
Main subjects of study / acquired proficiency	The allotment of contracts of public procurement
Name of training provider	S.C. KSC Training S.R.L

Personal skills and qualifications

Native language (s) **Romanian**

Foreign language (s)

French
English

Understanding				Speaking				Writing	
Listening		Reading		Participation in conversation		Oral discourse		Writing	
C1	C1	C1	C1	C1	C1	C1	C1	C1	C1
B1	B1	B1	B1	A2	A2	A2	A2	A2	A2

Social qualifications and skills

- Work experience as member of heterogeneous teams and various environments;
- High capacity for situational adaptation;
- Abilities for drawing up projects.

Computing skills and qualifications

- Abilities of using software programs such as Microsoft Word, Excel, Internet Explorer

Driver's license

- B category driver's license since 1992.