

CURRICULUM VITAE



PERSONAL INFORMATION

Name	BĂLAN ADINA (F, 37 +, married, 1 child)
Address	Str. C-tin Argetoianu nr.46, bl. K33, sc. 1, ap. 8, et.2, Craiova, Dolj, Romania or str. Rovine , Aleea 3, nr. 4, Craiova, Dolj, Romania;
Telephone/Mobile phone	(+00 40 351) 807 363 / 0741 040 990
E-mail	adinaburicea@yahoo.com
Nationality	Romanian
Birth date	05.06.1971

PROFESSIONAL EXPERIENCE

● Period	01.10.2007 – at present
● Name and address of the employer	The Faculty of Economics and Business Administration ● The University of Craiova, Al.. I. Cuza, 13, Craiova
● Activity or branch type	● Higher education
● Occupation or held position	● Assistant lecturer ● Ph.D.candidate
● Main activities and responsibilities	● Teaching laboratory activities for the subjects: Information Technology, Applied Economic Informatics ● Publishing scientific books and articles: ● Making contracts, themes and projects: ● Member of the research team of the grant no. 1163 /CNCSIS, "Knowledge Management for the Virtual Organisation. Possibilities of Management Assistance Using Knowledge-Based Systems" won in competition; ● Participation in ANIAP annual conferences

● Period	19.11. 2006 - 1. 10. 2007
● Name and address of the employer	<ul style="list-style-type: none">● The Faculty of Economics and Business Administration, The University of Craiova, Al. I. Cuza, 13, Craiova● SC BETAROM, Str. C- tin Argetoianu Nr.46, Bl. K33, sc. 1, ap. 8, et.2, Craiova, Dolj, Romania.
● Activity or branch type	<ul style="list-style-type: none">● Higher educationPrivate environment- small and middle enterprises
● Occupation or held position	<ul style="list-style-type: none">● Associate assistant lecturer at The Department of Economic Informatics of FEAA;● Ph.D. candidate;● Enterprise manager;
● Main activities and responsibilities	<ul style="list-style-type: none">● Participation in ANIAP annual conferences● Practical laboratory activities;● The use of student testing methods at the end of each seminar hour through exercises proposed to be solved;● Interactive teaching methods of the new notions;● Making contracts, themes and projects;● Projecting and implementing information systems for organisations within the sanitation (polyclinic, consulting room, hospital)-the doctoral thesis domain; <p>The doctoral thesis title – THE MANAGEMENT OF HEALTH SERVICES IN THE INFORMATIONAL SOCIETY</p>

● Period	01.12. 2000 - 19. 11. 2006
● Name and address of the employer	<ul style="list-style-type: none">● The Faculty of Economics and Business Administration,● The University of Craiova, Al. I. Cuza, 13, Craiova
● Activity or branch type	<ul style="list-style-type: none">● Higher education
● Occupation or held position	<ul style="list-style-type: none">● Ph.D. candidate● Associate assistant lecturer at The Department of Economic Informatics
● Main activities and responsibilities	<ul style="list-style-type: none">● The study of the Romanian and foreign literature in the domain of modern calculus and communication techniques use in the health system;● Practical documentation at a consulting room in order to acquire the methods of leading and administration, the knowledge of informational flux;● Drawing up databases and determining the main used information technologies: from the patient's electronic file to expert systems of diagnosis and treatment;● Documentation about the informatisation of the units within the

sanitation: realities and programmes in prospect;

- Making programmes in Visual Basic for the planning of the Application which is the object of the doctoral thesis.
Making the consulting room computer network compatible with the other organical structures within the sanitation: MSP, CNAS.
- Projecting and implementing informational systems for organisations in the sanitation(polyclinic, consulting room), collaboration with specialists in informatics;
- Designing applications with databases using Visual FoxPro, Access, Visual Basic, object-oriented programming and projecting;
- Laboratory activities at the subjects: Information Technology, Applied Economic Informatics;
- Publishing the books (co-author) – ” C/C++ Language and Programming Techniques”, ISBN 973-657-897-6, 300 pages. Sitech Publishing and Printing House, Craiova, 2005 and ”Object-Oriented Programming in C++”(co-author), ISBN 973-746-302-1 (978-973-746-302-9), 300 pages, Sitech Publishing and Printing House Craiova, 2006;

● Period

10. 01. 1994 - 10. 01. 2001

● Name and address of the employer

● SC BETASERVICE SRL, Str. Titu Maiorescu, Bl. 2, sc. 1, ap. 26

● Activity or branch type

● IT & C

● Occupation or held position

● Economist and information systems designer

● Main activities and responsibilities

- Designing applications with databases, information systems and various applications of a technical-economic nature;
- Basic software and applications implementation and maintenance , software technical assistance and applications;
- Managing and administrating the company;
- Administration of the payment counter and bank transactions;
- Integrated administration of the goods in a company, making invoices and automatic and interactive checking;
- Administration of suppliers and customers;
- Administration of inventory objects;
- Designing and implementing the integrated administration of the staff and of the remunerations for production and company;
- Coordination of commercial activities in sales of software products (Microsoft™ products and personal applications) and hardware ones , advertising materials ;
- Elaboration of marketing and sales strategies;
- Administration of human resources and logistics;
- Sales of hardware products, calculus and office equipment;
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STUDIES

● Period

01.12. 2000 – at present

● Name and type of the institution where the studies were made

- The postuniversity module of psychopedagogical and methodical training within The Department for Professors' Training, The University of Craiova, 2007-2008;
- The Faculty of Economics and Business Administration, The University of Craiova

● Awarded title

- **Ph.D. candidate within The Faculty of Economics and Business Administration**, in the fundamental domain: Economics-Cybernetics and Economic Statistics specialization, Economic Informatics specialization, having the doctoral thesis theme: **THE MANAGEMENT OF MEDICAL SERVICES IN THE INFORMATIONAL SOCIETY**

In order to elaborate the doctoral thesis, during the training period under the scientific guidance of Professor Doctor Lascu Rîcu, I gave the following exams:

- ✓ Medical services management;
- ✓ Database administration systems;
- ✓ Information systems designing;

and the papers;

- ✓ Management methods and techniques in the public health;
- ✓ Databases distributed in sanitation;
- ✓ The designing of leadership and administration integrated system;

● Main studied subjects/
acquired abilities

- Designing and implementing information systems for organisations in sanitation (polyclinic, consulting room, hospital), collaboration with specialists in informatics.
- Designing applications with databases, Visual FoxPro, Access, Visual Basic, object-oriented programming and designing;
- The study of Romanian and foreign literature in the globalisation domain, the informational society, e-commerce, e-business, e-health;

Acquired competences and abilities:

- Designing information applications in the health domain for the general medicine consulting rooms;
- Assistance for the use of information technologies, applications and products in the health system;
- Specialization in the testing of information applications;
- The use of some programming environments in economic applications;
- Implementation and assistance in the database domain;
- Analyst-designer of information systems in the business and health domain;

- Consultancy in conceiving, designing and developing information applications and products in the economic and business domain;
- Database administrator;
- Distributed systems designer;
- Manager in the information projects domain;
- TIC security consultant;
- Specialist economist with specific abilities in the use of the instruments offered by TIC;
- Accuracy in thinking;
- Order and discipline spirit;
- Promptitude, consistency and firmness in following the profession;

● Period **1. 10. 1999 - 15. 07. 2003**

- Name and type of the institution where the studies were made
 - Awarded title
 - Main studied subjects/ acquired abilities
- "Nicolae Titulescu" Faculty of Law, The University of Craiova
 - Jurist, Bachelor of Law
 - Legal advice for natural and legal persons in matters of law
 - Acquired abilities – logical thinking and communication abilities, organisation skills, analytical abilities, advanced sense of responsibility, discipline and punctuality.
 - identifying and diagnosing a problem;
 - generating solutions and alternative strategies;
 - developing an action plan, implementing the plan;
 - reviewing the plan according to new ideas and information;
 - Whatever I embark on, I take into consideration the fact that for everything there is a juridical rule that my professional judgement relies on.

● Period **1. 10. 1996 - 15. 07. 1997**

- Name and type of the institution where the studies were made
 - Awarded title
 - The main studied subjects / acquired abilities
- The Faculty of Economics, The University of Craiova
 - Magister Master in Administration Informatics
 - ✓ Designing applications with database and information systems for various enterprises, institutions and companies;
 - ✓ Leading and administrating the company;
 - ✓ High qualification in computers domain;
 - Acquired abilities:**
 - The capacity of anticipating the specific phenomena of the economic domain using mathematical, information and statistical methods and all the necessary instruments;
 - Good hardware knowledge, that allows me to understand how the systems work, to analyse the phenomena and to find integrated

solutions for the development of permanent softs;

- Knowing and designing the necessary softs for the managerial activity and the ability to conceive, perfect and use them by applying the calculus technique in the managerial process of modelling, simulating and leading;

Period

1. 10. 1991 - 15. 07. 1996

● Name and type of the institution where the studies were made

- The Faculty of Economics, The University of Craiova

● Awarded title

- Economist, Bachelor of Economics, Economic Informatics specialization

- Managing and administrating the companies;
- Analysis and programming of applications for economic and book-keeping administration with databases;
- Designing information systems for various enterprises, institutions and companies;
- Developing knowledge and skills of using TIC methods and systems in the economic and business domain;
- Higher training in the computer domain;
- Extension of the capacity of development in various domains of economic informatics: databases, data storages: OLAP , data mining, expert systems;

Acquired abilities:

● Main studied subjects/
acquired abilities

- Mastering the general economic and financial language as well as the information one, corresponding to specialization;
- Applying some specific concepts, theories and methods of fundamental, investigation in the economic domain;
- The ability to formulate, motivate and implement concrete, viable decisions in my specialization-based on the analyses within the economic and social area and of the speciality literature study;
- The capacity to evaluate independently a complex phenomenon within the information systems of the economic and social organisations and to draw pertinent conclusions based on analysis;
- Initiative in approaching a problem, in using some specific instruments and methods (including the unconventional ones);
- The capacity to perceive, accept, analyse and use creatively the new concepts in domain;
- The capacity to experiment and support my achievements in a well-reasoned way;
- Analitical abilities, organisation abilities, acute sense of responsibility.

● Period

15. 09. 1986 - 15. 07. 1990

- Name and type of the institution where the studies were made "Nicolae Bălcescu" High School (at present "Carol I" National College), Mathematics-Physics section

PERSONAL ABILITIES AND COMPETENCES

MOTHER TONGUE

ROMANIAN

FOREIGN LANGUAGES

ENGLISH

- Read VERY GOOD
- Written VERY GOOD
- Spoken GOOD

FRENCH

- Read VERY GOOD
- Written VERY GOOD
- Spoken GOOD

● SOCIAL COMPETENCES AND ABILITIES

- INTERHUMAN RELATIONSHIPS:
- I am interested in anything that is connected to dialogue, communication and interhuman relationships.
- Using communication techniques and a great variety of reasoning and thinking forms. I relate to students very well, I like to be informed about all that is new in the domain. I work in, and as far as possible, I want to have as much diversity as possible in my professional domain.
- I am creative, inventive, I can work in a team (didactic , professional, research activities)
- The capacity to collect, check, analyse, synthesize and interpret (quantitatively and qualitatively) information and data from the external and internal environment of the organisation, from diverse, relevant sources ;
- The capacity to study critically the literature in domain and to formulate personal points of view regarding the analysed problems;
- Knowing and using in detail the information technologies necessary in the domain;
- The ability to communicate, to assert my opinions in front of the specialists in domain and of the non-specialists;
- Taking responsibility, risks;
- The capacity to manage specialists teams and to work in interdisciplinary teams;
- Control and initiative in difficult situations;
- The capacity of self-perfecting; availability and the power to continue the higher grounding through the studies for the master's degree and the doctorate;
- A proper, ethical behaviour;
- Enterprising attitude; understanding, challenging and accepting the change;
- The capacity to be able to manage processes that are specific to the domain and to understand precisely the role of the economist- no matter the specialization-in modern society;
- Graduate from the postuniversity module of psychopedagogical and

● OTHER ABILITIES AND COMPETENCES

methodical training within The Department for Professors' Training, The University of Craiova , 2007-2008;

- Possessor of driving licence, category B;
- Acute psychopedagogical sense.

PUBLICATIONS

- Bălan A.,** *The impact of information technology on healthcare systems modernisation and competitiveness*, The international conference “COMPETITIVENESS AND STABILITY IN KNOWLEDGE-BASED ECONOMICS” 30th of May – 31st of May 2008, Craiova, Romania, ISBN 978-606 510-162-3, pag. 2516 – 2525, 2008;
- Bălan A.,** *Management methods and techniques in the public health*, Paper written within the obligations for the doctorate, Craiova 2002;
- Bălan A.,** *Databases distributed in sanitation*, Paper written within the obligations for the doctorate, Craiova 2004;
- Bălan A.,** *Drawing up the integrated system of management and administration*, Paper written within the obligations for the doctorate, Craiova 2005;
- Bălan A., Buricea M.,** *Computer programming. Laboratory guide*, The printing office of The University of Craiova, 2000;
- Bălan A., Buricea M.,** *C/C++ Language and Programming Techniques* , Sitech Publishing and Printing House , Craiova, ISBN 973-657-897, 2005;
- Bălan A., Buricea M.,** *Object-oriented programming in C++*, Sitech Publishing and Printing House, ISBN 973-746-302-1, Craiova, 2006;
- Bălan A., Buricea M.,** *Data Acquisition System (SAD) for Transitory State of Induction Machines system, 8-th International Symposium on Automatic Control and Computer Science (SACCS2004)*, CD – SACCS2004, ISBN 973-621-086-3, Iași, 2004;
- Bălan A., Șoavă G.,** *Bussiness on the web*, The University of Oradea Annals, Economics, TOM XVII, Vol. II. Economy and Business Administration, Oradea, 780-ISSN – 1582 – 5450, 2008;
- Bălan A., Șoavă G.,** *E-marketing best support for enterprises development*, The proceedings of the eighth International conference on “Informatics in Economy Informatics in Knowledge Society”, Romania, 344-354, ISBN 978-973-594-921-1, 2007;

RESEARCH GRANTS AND CONTRACTS:

- ”KNOWLEDGE MANAGEMENT FOR THE VIRTUAL ORGANIZATION. POSSIBILITIES OF MANAGEMENT ASSISTANCE USING KNOWLEDGE-BASED SYSTEMS”, grant no. 1163 /CNCSIS, 2008, won in competition, member of the research team.

- "THE STUDY OF THE INFORMATION SYSTEM EFFICIENCY IMPLEMENTED AT THE LEVEL OF S.C. METAL LEMN SA , CRAIOVA, IN THE LIGHT OF THE INFORMATIONAL SYSTEM ANALYSIS", Contract no. 266/ 28. 05. 2008, member of the research team.

SIGNATURE :

A handwritten signature in black ink, appearing to be 'Adina Bălan', written in a cursive style.