

PERSONAL INFORMATION

Andreea Munteanu


📍 Str. Teodor Mihali nr:4, Cluj-Napoca, Romania

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✉ andreeamunteanu02@gmail.com

Sex F Date of birth 13.02.1989 | Nationality Romanian

WORK EXPERIENCE

2013- present

Program coordinator, Coach & Trainer

Coaching 4EU Association, Cluj-Napoca, Romania

www.coaching4eu.eu

- Coaching with international project teams (Greece, Poland, Spain)
- Training (personal branding, team working, conflict management, career)
- Organizational development

1.03.2014-1.12. 2014
(9months)

Training for career- (in EVS)

Fundació Catalunya Voluntaria, Barcelona, Spain

- Europass Training (CV and motivation letter)
- Learning evaluation
- Public presentations
- International communication and collaboration

1.05.2013-1.10.2013

Project Manager & Trainer

(writing project, program design and facilitation, evaluation)

Personal Branding 4EUth employment (Spain, Romania) European project, Erasmus+, Cluj-Napoca, Romania

1.07.2014-1.09.2014

Trainer (program design and facilitation, learning evaluation)

Personal Branding 4EUth employment (Greece, Romania, Spain)

European project, Erasmus+
Barcelona, Spain

1.10.2014- 31.01.2015

Project Manager & Trainer

(project management, program design and facilitation)

Personal Branding for my international experience (Spain, Italy, Romania, Latvia) European project, Erasmus+, Cluj-Napoca, Romania

2012-2013 **Mentor in European Projects (EVS)**
Present Association Support 4 Youth Development, Cluj-Napoca, Romania
- Life & Career coaching
- Monitoring learning progress
- Evaluate learning and development
- Cross-cultural activity (Armenia, Finland, Belarus, Latvia, Estonia)

15.03.2012-15.05.2013 **HR consultant**
Active Power Solutions (APS), Cluj-Napoca
- Diagnose Manager Coaching Skills
- Needs analysis middle management and employees
- Data analysis
- Propose developmental solutions

2010-2011 **HR and Projects Coordinator**
Student's Consortium from Romania
<http://studcard.ro/>
- Youth working
- Recruitment and selection
- Assessment of individuals needs and motivations
- Teambuilding
- Training for volunteers

EDUCATION AND TRAINING

2011-2013 **MASTER STUDIES- Human Resources and Organizational Health**
Babes -Bolyai University (UBB), Romania, Faculty of Psychology and Educational Sciences, Cluj-Napoca, Romania.

Erasmus Student
Universitat Autònoma de Barcelona - (UAB), Faculty of Psychology, Barcelona, Spain

2008-2011 **BACHELOR IN PSYCHOLOGY**
Babes -Bolyai University, Faculty of Psychology and Educational Sciences, Cluj-Napoca, Romania

2011- 2013 **TRAINING**
Coaching - Training course- Youth in Action, Bratislava, Slovakia.
Training of Trainers (TOT)- Babes Bolyai University, Cluj-Napoca, Romania
Pedagogical studies- Babes Bolyai University, Cluj-Napoca, Romania
Mentoring in European Voluntary service Training- Youth in Action, Romania
Research methods- Universidad Autonoma de Barcelona, Spain
Coaching in organizations- Babes Bolyai University, Faculty of Psychology, Cluj-Napoca, Romania

PERSONAL SKILLS

| | | | | | |
|-------------------|------------------|---------|--------------------|-------------------|---------|
| Mother tongue(s) | Romanian | | | | |
| Other language(s) | | | | | |
| | UNDERSTANDING | | SPEAKING | | WRITING |
| | Listening | Reading | Spoken interaction | Spoken production | |
| Spanish | C2 | C2 | C2 | C2 | C1 |
| | DELE certificate | | | | |
| English | C2 | C2 | C1 | C1 | C1 |
| French | B1 | B2 | B1 | B1 | B1 |
| Catalan | B2 | B2 | A1 | A1 | A1 |

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user: Common European Framework of Reference

Communication skills *Coaching & Training skills* gained as life&career coach, mentor, trainer and facilitator in English, Romanian and Spanish language.

Organisational / managerial skills *Managerial skills* gained from managing projects, teams and my own organization. *Strong organizational skills* gained as managing 3 international projects in partnerships with various countries from Europe.

Job-related skills *Intercultural communication*- working with people from more than 20 different countries in investigation topics or youth education, cross-cultural mentoring, training and coaching for youth.

Computer skills Good command of Microsoft Office™ tools
Internet
Wordpress

Other skills *Innovation*- I developed this skill once I started to organize my own project ideas and propose innovative solutions for organizational development in many organizations. *Adaptability*- gained by changing work environment and living countries. *Leadership*- by leading several project teams and getting several followers. *People lover*-I enjoy to empower people and work for their potential development.

Driving licence • B

ADDITIONAL INFORMATION

Publications *"Testing a double loop perspective instrument to measure managerial coaching skills"* A.Munteanu & L.Ratiu (2014), submitted to be published in Consulting Journal of psychology: research and practice.

Projects *"Personal Branding 4Euth employment"*-Erasmus+, 3 editions
<http://personalbranding4euth.wordpress.com/>

Conferences 1st International Congress of Cognitive Behavioral Coaching - ICCBC 2014

Memberships International Society of Coaching Psychology
<http://www.isfcp.net/apps/profile/119806776/>

References Rosa Maria Raich- Universidad Autonoma de Barcelona, Spain
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