Curriculum Vitae Andreea Munteanu



PERSONAL INFORMATION

Andreea Munteanu



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

a 0040 753906179

andreeamunteanu02@gmail.com

Sex F Date of birth 13.02.1989 | Nationality Romanian

WORK EXPERIENCE

Program coordinator, Coach & Trainer 2013- present

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

(9months)

1.03.2014-1.12. 2014 **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

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euro*pass*

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 Autónoma 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.

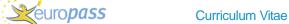
Training of Trainers (TOT)- Babes Bolyai University, Cluj-Napoca, Romania

Pedagogical studies- Babes Bolyai University, Cluj-Napoca, Romania

Mentoring in European Voluntary servce Training-Youth in Action, Romania

Research methods- Universidad Autonoma de Barcelona, Spain

Coaching in organizations- Babes Bolyai University, Faculty of Psychology, Cluj-Napoca, Romania



Andreea Munteanu



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

kills

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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