

# Adrian Muntean

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## Professional Experience

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### **Bosch, Recruitment Specialist** ✓

May 2022 – Aug 2022

Cluj-Napoca, Romania

I was an IT recruiter in the Human Resources department of the Bosch Engineering Center in Cluj-Napoca; I was also part of a team project tasked with automating vital HR processes in order to ease future workload for the department. Among others, my responsibilities were:

- Automated HR processes involving employee document generation via SAP for improved and faster workflow as part of a special project.
- Sourced over 500 candidates for deep learning/computer vision and devOps positions for the automated driving department.
- Resume screening for potential candidates and applicants.
- Conducting and attending initial phone screens.
- Interviewing potential candidates.
- Following up and being in contact with candidates throughout the entire hiring process.
- Scheduling interviews and meetings.
- General and various administrative work.

## Education

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### **State University of New York, Cortland, Exchange Semester**

Aug 2022 – present

I was awarded the Babes-Bolyai University's scholarship for an exchange, study abroad semester in order to further my personal and professional development.

Cortland, NY, USA

### **Faculty of Economics and Business Administration, Babes-Bolyai University, Bachelor's Degree in Computer Science and Economics**

Oct 2020 – present

Cluj-Napoca, Romania

### **Tiberiu Popoviciu Computer Science High School, High school diploma**

Sep 2015 – May 2019

Cluj-Napoca, Romania

## Volunteering

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### **"Tiberiu Popoviciu" Computer Science High School,**

2016 – 2020

#### *Volunteer Teacher for Student Competitions*

Cluj-Napoca, Romania

I had the amazing opportunity to volunteer as a teacher for the ICT (Information and Communication Technology) classes, as well as for preparation for various competitions and the Olympiad.

I worked alongside my former teacher and vice-principal in preparing multiple students for two competitions that I had previous results in. Three of those students ended up achieving remarkable results.

### **Lions Club International, Volunteer**

2017 – 2018

As part of the LEO Bastion club of Lions Club International, I volunteered and worked in a team to organize and run events that were backing various charities and social causes, as the two I am writing on below.

Cluj-Napoca, Romania

### **Epilepsy Challenge Marathon**

Part of a team responsible for setting up the marathon track and preparing event logistics, welcoming and directing participants to the area of the event, coordinating with local authorities to ensure a safe environment and optimal conditions for the participants.

The goal of the event was to spread awareness for epilepsy and to raise funds for purchasing a few highly advanced and expensive medical devices used to keep the medical condition under control - the goal was met and the pieces of equipment were subsequently purchased; they are currently being used on a regular basis, fortunately.

2018  
Cluj-Napoca, Romania

### **Transylvania International Film Festival (TIFF)**

I volunteered for three consecutive editions of the festival, between 2016 and 2018, and was part of the team responsible for ensuring that the movie showings were running smoothly within the festival. It was a more technical role; my responsibilities included:

- Collaborating with the departments' leads and colleagues in order to do equipment checks before each movie showing.
- Preparing and checking the subtitle sets for each of the movies, individually, before each showing.
- Running and keeping constant supervision for perfect subtitle synchronization throughout every projection.
- Communicating with the technical department in case any issues arose.

2016 – 2018  
Cluj-Napoca, Romania

### **Romanian International University Fair**

I was responsible for liaising with a part of the events' business and educational partners by collaborating and communicating with them in order to ensure the smooth operation of their stands and presence throughout the day of the event.

2018  
Cluj-Napoca, Romania

### **Wizz Air Marathon**

Collaborated with other volunteers in order to help participants prepare for the event, helped a business partner with setting up and running their marathon stand and fundraiser.

2018  
Cluj-Napoca, Romania

## **Languages**

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**English** (CAE (Cambridge Advanced English) certificate at a C1/C2 level (206 out of 210 marks). I also plenty of experience working with and in various international settings, as well as in an international multinational company.)

**Romanian** (I speak Romanian at a native level, it being my mother tongue.)

## **Awards**

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### **Bronze medal @ International stage of the Microsoft Office Specialist World Championship, Certiport, Pearson VUE**

Jul 2019

I represented Romania's national team at the international stage of the world championship in New York and won the bronze medal. I had the third best performance out of hundreds of people from all over the world, each representing their own countries.

- First place @ National stage of the Microsoft Office Specialist World Championship, Certipro, Certiport** May 2019  
I prepared for and won the first place in the national championship hosted at the headquarters of Microsoft in Bucharest, Romania. I was selected to be part of the team representing Romania at the world championship in New York City, USA.
- Participant @ National stage of the Microsoft Office Specialist World Championship, Certipro, Certiport** Apr 2018  
I qualified for the national stage of the competition at the Microsoft Romania headquarters in Bucharest.
- Third place @ National stage of the Microsoft Office Specialist World Championship, Certipro** May 2017  
I represented my high school and won the third place at the national stage of the competition in Bucharest.
- Second place @ Regional stage of the Olympiad in Information Technology, Cluj County School Inspectorate for Education** 2017  
I represented my high school and won the second place at the regional stage of the Olympiad in Cluj-Napoca.

## Certificates

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**Microsoft Word (Office 2013)**  
*Microsoft Office Specialist - Certiport*

**Microsoft Powerpoint (Office 2013)**  
*Microsoft Office Specialist - Certiport*

**Microsoft Powerpoint (Office 2016)**  
*Microsoft Office Specialist - Certiport*

**Microsoft Excel (Office 2016)**  
*Microsoft Office Specialist - Certiport*