


Vanda Pavel

 **Home** : Timisoara, Romania, 3000282, Timisoara, Romania

 **Email:** pavel.vanda@protonmail.com  **Phone:** (+40) 722554239

 **LinkedIn:** <https://www.linkedin.com/in/vanda-pavel-8815a31a4/>

Gender: Female **Date of birth:** 30/07/1998 **Nationality:** Romanian, Hungarian

ABOUT ME

I am an ambitious young professional who wants to constantly develop in the field of Project Management and International Business. Currently, I have been working in project management for over a year and am constantly developing my knowledge and skills through seminars and daily work.

My strengths include good interpersonal skills, creative and critical thinking, empathy and an outgoing personality. Nevertheless, I take everything I do seriously and am always interested in learning more. My hobbies include sports, music, movies, reading, and event management.

I speak fluently in 4 languages: Romanian, Hungarian, German and English.

WORK EXPERIENCE

[10/01/2022 – Current]

PM&PMO

Atos

City: Timisoara

Country: Romania

The hybrid PMO and PM role allows me to work on one of the strongest projects in the company, in close proximity to highly skilled top project managers and the program director. As a PMO, I support my PM colleagues in their daily tasks while learning various project management skills.

Activities and Knowledge Areas:

- Risk Management
- Quality Management
- SLA Reporting
- MoM
- Organize Meetings
- SPOC for client

[23/08/2021 – 10/01/2022]

Project manager

Toluna

City: Timisoara

Country: Romania

Project Manager for the UK Market

- Validate project setup for best user experience and offer/make changes as and when necessary;
- Monitor field progress, problem solving and identification and implementation of solutions;
- Be responsible for closing the project on time and on budget;
- Closely liaise with clients for projects briefing and post survey information;

[26/10/2020 – 20/08/2021]

Community Manager

Toluna

City: Timisoara

Country: Romania

Responsible for the german cultures (DE, AT, CH) through written communication.

Managing the influencers that help our business through market research surveys.

[07/07/2018 – 05/02/2020]

Call centre agent

CONTE HUMAN CAPITAL

City: Timisoara

Country: Romania

Travel Agency for german businesses

Hotel Management

Front Office, Back Office, Billing

[01/09/2017 – 10/05/2018]

Call centre agent

Bosch Service Solutions

City: Timisoara

Country: Romania

IT Help Desk

Front Office, Back Office

[05/08/2019 – 05/09/2019]

Office clerk

Rathaus Karlsruhe

City: Karlsruhe

Country: Germany

One month Internship/ Practice at the Town Hall of Karlsruhe.

I was a desk clerk at GEDOK- Art Galery, linked to the citys field of culture.

**EDUCATION AND
TRAINING**

[27/12/2022 – Current]

ITIL 4 Foundations

PeopleCert <https://www.peoplecert.org/>

Field(s) of study: Information and Communication Technologies

ITIL® 4 Foundation - IT Service Management Certification

ITIL 4 Foundation introduces an end-to-end operating model for the creation, delivery and continual improvement of technology-enabled products and services.

[18/03/2021 – 18/04/2021]

Project Management Internship

Taak!Zone <https://www.taakzone.com/>

Address: <https://www.linkedin.com/company/taak-zone/mycompany/>

The one-month-long Project Management Internship provided by Taak!Zone - a business management and training company headquartered in Miami and Amsterdam has thought me both theory and practical exercises stemming from Project Management Institute (PMI).

The practical exams I took during this course serve as a basis for the Project Management Professional (PMP) certification.

[20/07/2020 – Current]

Master Degree

Vest University of Timisoara

Address: Bv. Vasile Parvan Timisoara , Timisoara, Romania

Field(s) of study: International Development and Management of Global Affairs
theories of international development, culture, and development, diplomacy,
international organizations, macroeconomy, ethics, migration studies, gender studies,
and development, macroeconomy.

[01/10/2017 – 15/07/2020]

Bachelor

Vest University of Timisoara <https://www.uvt.ro/ro/>

Address: Bv. Vasile Parvan Timisoara , Timisoara, Romania

Field(s) of study: international relations and european studies

Final grade: 9.92/10

Thesis: The role of Social Media in Democracy

Political Studies, Political History, Economics, Diplomacy, International Law, Geopolitics,
Ethics

[15/09/2013 – 15/07/2017]

High School

Nikolaus Lenau Lyzeum Timisoara

Address: Str. Gheorghe Lazar Timisoara

LANGUAGE SKILLS

Mother tongue(s): Romanian

Other language(s):

English

LISTENING C1 **READING** C1 **WRITING** C1

SPOKEN PRODUCTION C1 **SPOKEN INTERACTION** C1

German

LISTENING C2 **READING** C2 **WRITING** C2

SPOKEN PRODUCTION C2 **SPOKEN INTERACTION** C2

Hungarian

LISTENING B2 **READING** A2 **WRITING** A1

SPOKEN PRODUCTION A2 **SPOKEN INTERACTION** A2

DIGITAL SKILLS

Social Media

Facebook | LinkedIn | Skype | Twitter | Instagram

Business

Zoom | Microsoft Office: Word, Excel, Access, Power Point, Outlook. | Google Drive |
Microsoft Teams - Work From Home

SOCIAL AND POLITICAL ACTIVITIES

[2016 – 2016] **National Debate Contest** Romania

[05/05/2018 – 12/05/2018] **Model European Union** Granada, Spain

Simulation of the EU Voting Process

Link: <https://www.beta-europe.org/tags/model-european-union/>

[12/02/2017 – 17/02/2017] **Model European Union** Vienna, Austria

Simulation of the EU Voting Process

[06/02/2017 – 11/02/2017] **Romanian Parliament Simulation** Bucharest, Romania

Simulation of the Romanian Voting Process

[01/03/2021 – 01/04/2021] **Campus Ambassador Intern** International Model United Nations.

International Model United Nations Campus Ambassador Intern

DRIVING LICENCE

Cars: B

HOBBIES AND INTER- ESTS

Cinematography, Sports, Music, Movies, Reading, Event Organizing

VOLUNTEERING

[2017 – 2018] **Music Festivals**

[Current] **Environmental Activities**