



Personal information

First name(s) / Surname(s) Oana Parvu

Address(es) Bucharest, Romania

E-mail cristina_oana_parvu@yahoo.com

Nationality Romanian

Date of birth 20.06.1977

Work experience

Dates **08.07.2010 – 18.09.2013**

Occupation or position held **Human Resources Counsellor**

Main activities and responsibilities

support and legislative consultancy in human resources field; issuing paperwork needed for employment, addendums, decisions; permanent update of employees database; employees records; REVISAL database management; maintaining professional relationships with the Ministry of Culture and National Patrimony, Ministry of Labour, Family and Social Protection, Territorial Labour Inspectorate; specific attributions of Competition Commission Secretary, Evaluation Commission Secretary; maintaining and managing personnel files; attributions of Commission Secretary for Collective Employment Contract Negotiation; issuing monthly statements and reports specific for Human Resources Department; annual planning of employees training; support and consultancy for departments coordinators in position of analysing, completing and revising job descriptions; organizing annual evaluation process of employees performance; answering employees requests concerning specific issues of the Human Resources Department; distribution of decisions and other administrative paperwork, etc.

Name and address of employer "George Enescu" Philharmonic , 1-3 Franklin Street , Bucharest, Romania

Type of business or sector Culture

Dates **13.10.2008 - 07.07.2010**

Occupation or position held **Human Resources Generalist**

Main activities and responsibilities	issuing paperwork needed for employment, addendums, decisions; REVISAL database management; maintaining and managing personnel files; monthly timekeeping sheets elaboration; keeping records of annual leave and holidays; elaboration of human resources statements and sick leaves; monthly and annual statements; permanent update of employees database; insuring support with filling in individual training sheets regarding health and safety and emergency situation upon employment; distribution of informative literature concerning labour protection; document archiving for Human Resources Department; administration, processing and systematization of data obtained during interviews; employees records; maintaining professional relationship with Territorial Labour Inspectorate by document registration; maintaining professional relationship with occupational health provider; maintaining and filling in labour books; meal vouchers distribution; support with posting job offers on specialized web sites; support with sending informative e-mails to employees; representing the company at job fairs; support with completing job descriptions
Name and address of employer	SC Radcom SRL , 9 Gara Herastrau, Bucharest, Romania
Type of business or sector	IT
Dates	01.04.2008 – 12.10.2008
Occupation or position held	Human Resources Assistant
Main activities and responsibilities	issuing paperwork needed for employment (labour contract, statement concerning contractual information, timekeeping sheets, statement for wage tax returns); presenting benefits, rights and obligations to new employees; maintaining and managing personnel files; issuing addendums concerning alterations in labour contracts; operating leave requests in timekeeping sheets; filling in and issuing certificates according to requests; issuing service provider contracts for collaborating physicians and addendums for contractual data alterations-fee alterations, dissolutions, extensions; document tracking; issuing statements and distribution concerning meal vouchers for employees; maintaining professional relationship with Sodexo Pass; maintaining professional relationship with Raiffeisen Bank concerning issuing bank cards and creating salary accounts; issuing statements and reports on employees required by different departments; monthly and quarterly statements; permanent update of employees database; issuing SSM sheets and emergency situations upon employment; support with organizing lectures for employees; registering and archiving employees occupational health files and announcing activation of medical services subscription
Name and address of employer	SC Medicover SRL
Type of business or sector	Health
Dates	12.03.2007 – 01.04.2008
Occupation or position held	Assistant Manager
Main activities and responsibilities	taking and distributing phone calls; transmitting and directing client information; receiving and announcing visitors; support with organizing various activities, meetings, events by insuring protocol activity, flight and hotel room booking; sending documents by fax and distribution of incoming faxes accordingly; receiving and distribution of mail, preparation and postage of mail; document multiplication; check-up of printer, copying and fax machines and of meeting rooms; maintaining professional relationships with suppliers; insuring protocol and sanitary materials supply; display and management of meeting rooms schedule; document archiving; collecting medical subscription invoice payments or additional services; coordination of drivers activity; issuing documents and statements as required by heads of departments; issuing notices for stationery and mail invoices on cost centres; centralization of stationery requisite; support for all departments and filter for general manager; administration of e-mail address office@medicover.ro
Name and address of employer	SC Medicover SRL
Type of business or sector	Health

Dates	01.07.2005 - 18.05.2006
Occupation or position held	Public Relations Assistant
Main activities and responsibilities	daily press monitoring; maintaining professional relationship with journalists; sending pre and post event press releases; maintaining and updating databases concerning various institutions whose representatives were invited to attend events and addressing invitations and additional information; support in organizing events; maintaining professional relationship with catering providers; requesting and analyzing offers; price negotiation
Name and address of employer	ADV Communication
Type of business or sector	Communication and public relations agency – press bureau of UNIMPRESA - Union of Italian Entrepreneurs in Romania
Dates	01.08.2004 - 01.07.2005
Occupation or position held	Human Resources Assistant
Main activities and responsibilities	registering and archiving leave requests; issuing individual labour contracts, addendums, decisions of employment relations cessation; administration of personnel files, entries in labour books; maintaining professional relationship with Territorial Labour Inspectorate
Name and address of employer	Inthelrom Technology
Type of business or sector	IT
Dates	01.10.2001 - 05.04.2003
Occupation or position held	Interview operator
Main activities and responsibilities	phone and field interviews recruitment of persons as sample research coding of interview responses logic verification of research questionnaires phone verification of quality of the field operators' work
Name and address of employer	Institute of Public Opinion Polling (I.R.S.O.P.), Bucharest
Type of business or sector	marketing and social research
Dates	01.09.1997 - 04.09.2003
Occupation or position held	Teacher
Main activities and responsibilities	training and education of young children, organizing the team pupils, psychological assistance to children and parents to improve relationships and optimization of their integration in educational system
Name and address of employer	Primary School no.99, 14 Huedin Street, Bucharest, Romania
Type of business or sector	Education
Education and training	
	01.11.2013-present
Title of qualification awarded	PhD Student in Sociology
Name and type of organisation providing education and training	Research Institute for Quality of Life
Principal subjects/occupational skills covered	Theme of research: "Participation of Young People in Culture"
Dates	30 .06.2013-07.07.2013
	Studying visit of social economy structures from Setubal- Portugal - for specializing as a trainer in social economy during the Project RIES – Branch of Social Economy Incubators;

Dates	04.03.2013-12.03.2013
Title of qualification awarded	Youthpass for Training and Networking Projects
Name and type of organisation providing education and training	Youth for Exchange&Cooperation (Armenia) – organized this project funded by EU ‘Youth in Action’ Programme, named: Sharing Best Practices For Inclusive Growth
Principal subjects/occupational skills covered	Communication in the mother tongue; Communication in foreign languages (English Language); Mathematical competence and basic competences in science and technology; Digital competence; Learning to learn; Social and civic competence; Sense of Initiative and Entrepreneurship; Cultural awareness and expression.
Dates	18.02.2012- 04.03.2012
Title of qualification awarded	Entrepreneur in Social Economy
Name and type of organisation providing education and training	S.C.Competitive in Business and Consulting Srl
Principal subjects/occupational skills covered	Communication in social economy; Marketing; Funds management; Human Resources Management; Improvement processes management; Equality of chances and sustainable development.
Dates	21.03.2011-08.04.2011
Title of qualification awarded	Trainer
Name and type of organisation providing education and training	Experts Group in Accessing European Structural Funds and Cohesion
Principal subjects/occupational skills covered	Preparing training; Realization of training programs; Evaluation of training programs participants; Applying of specific methods and techniques of training; Marketing of training; Planning of training programs; Organizing of training programs and strategies; Evaluation, review and quality assurance of programs and training sessions.
Dates	2010 - 2012
Title of qualification awarded	Master’s Degrees - Social Economy Specialist
Name and type of organisation providing education and training	"Dimitrie Cantemir" Christian University
Principal subjects/occupational skills covered	Social and community development programs and their effects in sustainable development field; policies for high-risk groups inclusion in the labor market, Strategic Management, Social Entrepreneurship, Financial Accounting Basics of Social Economy, Introduction to social economy, social laws, social research methodology; human resources management , Organizational and Social Psychology, etc.
Dates	2011
Title of qualification awarded	Italian Language Certificate – level – B1
Name and type of organisation providing education and training	Italian Culture Institute “ Vito Grasso”
Dates	2011
Title of qualification awarded	Advanced English - Business financial profile
Name and type of organisation providing education and training	Saint Jean Delacroix Association International English School
Dates	2009
Title of qualification awarded	Human Resources Manager/ Techniques for recruiting and selecting staff

Principal subjects/occupational skills covered	Counseling other managers in human resource issues Coordination of activities related to human resources Coordination of human resource department staff Human Resources Development Strategy Monitoring staff costs Organization of Human Resources Representing human resources department																																								
Name and type of organisation providing education and training	Absolute School – Adult training provider approved by the Ministry of Labour, Family and Equal Opportunities, National Board of Training and Adult Education and Ministry of Youth and Research																																								
Dates	2005																																								
Title of qualification awarded	Human Resources Inspector																																								
Principal subjects/occupational skills covered	Preparing and managing personnel files Organization of staff recruitment and selection Preparation and management of staff work books Preparing retirement files Preparing payroll for hired staff Preparing and submitting returns on contributions to the state budget, social insurance, unemployment insurance and health insurance Provide information on personnel issues Teamwork Professional Development Planning activity																																								
Name and type of organisation providing education and training	Arrow Professional Training Center - authorized by the Ministry of Labour, Social Solidarity and Family, Ministry of Education, Research and Youth, National Council for Adult Vocational Training																																								
Dates	1999 - 2003																																								
Title of qualification awarded	Bachelor's degree in Special Psychopedagogy – Sociopsychopedagogy profile																																								
Name and type of organisation providing education and training	University of Bucharest – Faculty of Psychology and Educational Sciences																																								
Dates	1992 - 1997																																								
Title of qualification awarded	Teacher																																								
Name and type of organisation providing education and training	Ministry of Education, Research and Youth -“Elena Cuza” School																																								
Personal skills and competences	training and education of young children,organizing the team pupils, psychological assistance to children and parents to improve relationships and and optimization of their integration in educational system																																								
Mother tongue(s)	Romanian																																								
Other language(s)	English Italian																																								
Self-assessment																																									
<i>European level (*)</i>																																									
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	(*) Common European Framework of Reference for Languages																																								
Social skills and competences	Communicative, sociability, empathy, teamwork, pedagogical quality, reliability, responsibility, perseverance																																								

Computer skills and competences	MS Office
Artistic skills and competences	Guitar classic music