CURRICULUM VITAE

1. **Family name:** **AVRIGEANU**
2. **First names:** **Luiza Mihaela**
3. **Date of birth:** **4 March 1987**
4. **Nationality:** **Romanian**
5. **Civil status:** **Married**
6. **Education:**

Institution [Date from - Date to]	Degree(s) or Diploma(s) obtained:
Bucharest University – Faculty of Sociology (2006-2009)	Bachelor of Science – Sociology Secondary specialty: "HR Management and Marketing ".
Bucharest University – Faculty of Sociology Studies in English (2009-2011)	Master Degree - Sociological Research
Bucharest School of Arts (2010-2013)	Graduation Certificate – Vocal Singer
Zukunftsbau GmbH, Berlin, Germany *Transnational project development and project management* (2009)	Graduation Certificate - Project Management
Regional Centre for Continuing Training Bucharest (2010)	CNFPA Certificate of Competencies – Project Manager
Regional Centre for Continuing Training Bucharest (2010)	CNFPA Certificate of Competencies - Trainer
Regional Centre for Continuing Training Bucharest (2010)	CNFPA Graduation Certificate – HR Manager
Bucharest University Practice Project Management (Be More) (2009)	CNFPA Certificate of Competencies – Project Manager
Bucharest University – Faculty of Sociology (2009)	Certificate of competencies: Psycho-pedagogical Module – Level 1 (3 years)
Lugera & Makler (2008)	Certificate – Organisational Communication
Ion Luca Caragiale National College (2006)	CNFPA Certificate of Competencies: ITC (C++, Microsoft Office, DBs)

7. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
English	1	1	1
French	1	2	2
Spanish	3	3	3

8. **Membership of professional bodies:**
9. **Other skills:**

- IT&C User: Lotus, SPSS, Internet, Microsoft Office, DB management, Microsoft Project, Microsoft Visio, etc.
- Music: violin, vocals, guitar

10. **Present position:** HR Manager and Junior Trainer at VIP ProfConsult Ltd.
11. **Years within the firm: 2**
12. **Key qualifications:**

- Certified competencies by National Qualifications Authority for Project Manger according to the Occupational Standard R38
- Certified competencies by National Qualifications Authority for Trainer according to the Occupational Standard M88

13. **Specific experience in the region:**

Country	Date from - Date to
Romania	2006 - present

14. **Professional experience**

Date from - Date to	Location	Company	Position	Description
Aug.2012- to date	Romania, Bucharest	VIP ProfConsult Ltd.	HR Manager Junior Trainer	**Employer:** VIP Profconsult Ltd. is a consulting company that provides training, skills assessment, technical assistance and project management. **Tasks:** • Evidence and personnel management, recruitment, mentoring and professional advice; • Office management and organization of professional competencies training and assessment • Project management • Provision of training services
Jul 2009 – Mar.2010	Romania, Bucharest	Civic Action Foundation	Junior Trainer Career Advisor	**Employer:** Civic Action Foundation is established as a NGO in 1994 and has offices in most counties of Romania. To achieve its mission the Foundation provides training on various topics of civil and implementing projects with European funding. **Tasks:** • Provision of training services in project management training and training of trainers; • Guidance and professional advice; • Implementation of projects
Jul 2008 – Jun 2009	Romania, Bucharest	Lugera & Makler	Human Capital Consultant	**Employer:** Lugera & Makler is a multinational company offering a broad range of services in the field of Human Resources, including: recruitment, selection and staffing, payroll, assessment: **Tasks:** • Recruitment and selection of personnel for various positions opened by the company's customers; assessment of CVs sent by candidates according to the company's customers criteria; Keeping a continuous relationships with clients and candidates; • Reporting daily activities to Department Manager; • Reporting weekly exhibition of recruitment company clients, • Development and recruitment posting notices on various specialized websites.
Jun 2006 – Sep 2007	România, Bucureşti	Mercury Research SRL	Polls Operator	**Employer:** Mercury Research is one of the top research companies in Romania market, serving an impressive portfolio of clients both in variety of industries, as well as geographic spread (Romania, Bulgaria, United Kingdom) **Tasks:** • Interviewing audience of various market research as required by the company; • Sorting information • Recruitment by telephone interviews • Checking and coordinating research teams.