



IRINA MIHAELA BARBU

WORK EXPERIENCE

Date of Birth:

Citizenship: Romanian

Gender: Female

2019 – to date – Bucharest, Romania

Adviser to the President's Cabinet Office

National Regulatory Authority for Community Public Utilities/Ro. Autoritatea Nationala de Reglementare pentru Serviciile Comunitare de Utilitati Publice

2015-2019

Manager Assistant

Hope Trading SRL

PROFESSIONAL EDUCATION AND TRAINING

2002- 2006 – Bucharest, Romania

Highschool – Philology-Spanish profile

Mihail Sadoveanu Theoretical Highschool

2018 - 2021 – Bucharest, Romania

Bachelor of Science

Artifex university – Faculty of Management and Marketing

2021- to date - Bucharest, Romania

Master's Degree in Organizational Management

Artifex university – Faculty of Management and Marketing

2021- to date - Targoviste, Romania

Master's Degree in Environment Control Systems and Quality Assessment

Valahia University - Faculty of Environmental Engineering and Food Science

LANGUAGE SKILLS AND COMPETENCES

Mother tongue: *Romanian*

<i>Foreign languages:</i>	Understanding		Speaking		Writing
	Listening	Reading	Written production	Spoken production	Writing
English	C2	C2	C2	C2	C2
French	C2	C2	C2	C2	C2

(*)Common European Framework of Reference for Languages

DIGITAL SKILLS AND COMPETENCES

Microsoft Office/Good use of communication programs (email, messenger, skype)/good knowledge of Windows Operating System/Internet browsing/ Google Analytics/Google sheets

COMMUNICATION AND INTERPERSONAL SKILLS AND COMPETENCES

Communication

- Good communication competencies acquired by one's own experience in the Adviser capacity;
- Cohesion and clarity acquired while supervising the activity performed at the level of the ANRSC President's Cabinet Office
- Proficient presentation and negotiation abilities acquired during the meetings, gatherings, symposiums and conferences organized by ANRSC or third parties
- Proficient written production abilities acquired in the activity performed in relation to operators/providers/suppliers in the field of community public utility services

Interpersonal

- Communication abilities due to the nature of my activity that brings me in contact with many persons
- Capacity to interact as effective as possible with colleagues and third-parties
- Adaptability and flexibility
- Responsibility
- Capacity of working effectively under pressure
- Transparency
- Good public speaking abilities
- Experienced negotiator

MANAGEMENT AND LEADERSHIP SKILLS

Organizational/managerial skills

- leadership (I am currently responsible with the supervision of the secretarial activity and activity of the Cabinet of the ANRSC President)
- coordination, control and direction of others, I monitor the specialized structures to respond timely and effectively to the requests coming from external entities (MDLPA, Government, Parliament etc.)
- brevity and analysis, I am responsible for complying with all the documents and procedures established for conducting the bureau's activities

- creative and trustworthy, I safeguard the confidentiality of data and information of all documents and, whilst constantly improving my specialized knowledge

SKILLS ACQUIRED IN THE WORKPLACE

Skills acquired in the workplace

- good knowledge of the quality control processes, veracity (currently responsible for the coordination and verification of all documents submitted to the ANRSC President)
- analysis, I support the documentation of the ANRSC President in his activity
- strategy, I analyse and propose to the President the distribution of documents to the specialized departments
- confidentiality and legality, respecting the provisions of the legislation when preparing address from the President's Cabinet
- institutional communication, I manage the audiences of the ANRSC President, both with citizens and with other institutions, operators, etc.
- teamwork, synchronization and consultation with all other colleagues within the institution's departments to optimize efficiency

COMPUTER SKILLS

Computer skills

- a good knowledge of Microsoft OfficeTM tools
- proficient utilization of MS Office (Word, Excel, Power Point), Windows
- digital skills SEO, PPC, Analytics, Adwords, SQL, Mailchip

OTHER SKILLS

Other skills

- adaptability, ease in transition from the private to the public sector
- knowledge of the steps required for a financing project with European funds, by participating in the meetings held within the institution
- ability to work in a demanding environment
- ability to fulfil repetitive responsibilities

DRIVER'S LICENSE

Driver's license: B