

**EUROPEAN  
CURRICULUM VITAE  
FORMAT**



**PERSONAL INFORMATION**

Name **FLORENTINA BĂJAN**  
Address Curtea de Arges, Romania  
Telephone 0040 755 013 983  
Fax -  
E-mail [contact@youthandfuture.ro](mailto:contact@youthandfuture.ro)  
  
Nationality Romanian  
  
Date of birth 01 OCTOBER 1986

**WORK EXPERIENCE**

- Dates (from – to) October 2010 - present
- Name and address of employer **ACTIV TOURS & TRAVELS**
- Type of business or sector Travel
- Occupation or position held Travel agent
- Main activities and responsibilities Giving advice on destinations and make arrangements for transportation, hotel accommodations, car rentals, tours, and recreation, consult a variety of published and computer-based sources for information on departure and arrival times, fares, and hotel ratings and accommodations
  
- Dates (from – to) September 2008 - present
- Name and address of employer **YF – YOUTH & FUTURE ASSOCIATION**
- Type of business or sector NGO
- Occupation or position held Youth Project Responsible
- Main activities and responsibilities Writing and coordinating projects for young people, attending seminars, conferences and other events organized by the Association
  
- Dates (from – to) September – December 2008

<ul style="list-style-type: none"> <li>• Name and address of employer</li> <li>• Type of business or sector</li> <li>• Occupation or position held</li> <li>• Main activities and responsibilities</li> </ul>	<p>RADIO MUNTENIA FM</p> <p>Media</p> <p>Scorer issue of „World Sport”</p> <p>Making the show 'The World of Sports "daily monitoring of issues of interest in sports, writing articles presented at the show</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>September 2008 – December 2008</p> <p>Editor and advertiser</p> <p>Drafting articles on various subjects, continuous acquisition of new customers and maintaining a positive relationship with them, promoting the image and magazine services through customer visits or telephone</p> <p>VARIETY PITESTI</p> <p>Media and Advertising</p>

#### EDUCATION AND TRAINING

<ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Name and type of organisation providing education and training</li> <li>• Principal subjects/occupational skills covered</li> <li>• Title of qualification awarded</li> </ul>	<p>2009 - 2011</p> <p>National School of Political and Administrative Sciences Bucharest</p> <p>Communication Strategies, Persuasive Communication, communication skills in three basic areas - interpersonal and organisational, interviewing, and group and public, Conflict Management, Stress Management, Managing Employees: Legalities in the Workplace, Documenting Employee Discipline, Career Development and Personal Improvement, Time Management, Teamwork Skills</p> <p>MBA in Managerial Communication &amp; Human Resources</p>
<ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Name and type of organisation providing education and training</li> <li>• Principal subjects/occupational skills covered</li> <li>• Title of qualification awarded</li> </ul>	<p>2006 - 2009</p> <p>University of Pitesti</p> <p>Interviewing, developing sources, talking to people, Writing,</p> <p>University Diploma in Journalism</p>

**PERSONAL SKILLS  
AND COMPETENCES**  
*Acquired in the course of life  
and career but not  
necessarily covered by formal  
certificates and diplomas.*

MOTHER TONGUE

**ROMANIAN**

OTHER LANGUAGES

**ENGLISH**

- Reading skills
- Writing skills
- Verbal skills

[good]

[good]

[good]

- Reading skills
- Writing skills
- Verbal skills

**FRENCH/ ITALIAN**

[EXCELLENT]

[EXCELLENT]

[good]

**SOCIAL SKILLS  
AND COMPETENCES**

RESPONSIBILITY, DATA TIMELINESS, AVAILABILITY FOR TEAMWORK, ADAPTABILITY TO NEW SITUATIONS, COMMUNICATION SKILLS, EASILY ASSIMILATE INFORMATION, **Ability to communicate in different environments, to express and understand different viewpoints, to negotiate and be able to create confidence, to feel empathy, Ability to cope with stress and frustration and to express it in a constructive way confirmed by the 3 Youthpasses obtained after the youth exchanges in Turkey and Hungary**

**ORGANISATIONAL SKILLS  
AND COMPETENCES**

Accuracy in thinking; Spirit of order and discipline; Timeliness, consistency and determination in performing the profession.

**TECHNICAL SKILLS  
AND COMPETENCES**

INTERNET, WORD, POWER POINT, EXCEL, WINDOWS MOVIE MAKER

**ARTISTIC SKILLS  
AND COMPETENCES**

Literature, sports, music, drawing

**DRIVING LICENCE(S)**

No

**ADDITIONAL INFORMATION**

2009 and in 2011 I did I did a training course "Writing funding proposals in context Youth in Action" and a Project management training