



## Liliana Beleac

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### WORK EXPERIENCE

#### PROGRAM MANAGER – NATIONAL CENTRE OF DIGITAL INNOVATION IN EDUCATION FUTURE CLASSROOM LAB –

10 Jun 2022 – Current – CHISINAU, MOLDOVA

- Participate in the planning, implementation, and coordination of activities within the National Centre of Digital Innovation in Education (CNIDE) Future Classroom Lab projects.
- Ensure effective communication between CNIDE and the beneficiaries/partners of the organization to maintain strong collaboration and project alignment.
- Coordinate National Robotics Program Activities to ensure objectives are met and maintain effective communication with all parties.
- Supervise the distribution of new robotics kits to clubs and manage the organization of robotics competitions, including *FIRST* LEGO League Explore, *FIRST* LEGO League Challenge, *FIRST* Tech Challenge, and SumoBot Challenge.
- Coordinate the participation of the National Robotics Team in international competitions, ensuring logistical support and preparation.
- Collect and analyze relevant feedback, prepare reports as needed, and attend work meetings, planning sessions, training, evaluation events, and public engagements to contribute to the overall success of the program.

#### SENIOR SPECIALIST – ION CREANGĂ STATE PEDAGOGICAL UNIVERSITY OF CHISINAU – 1 Sep 2022 – Current –

CHISINAU, MOLDOVA

- Overseeing the development and implementation of the annual plan for the quality committee and ensuring its alignment with institutional objectives.
- Preparing and maintaining accurate records of the quality committee meetings, including minutes and documentation, in accordance with the annual plan.
- Monitoring the effectiveness of educational programs and implementing necessary improvements based on user feedback to ensure continuous enhancement.
- Preparing detailed reports on the quality of ongoing projects, presenting findings to the center's leadership, and recommending corrective actions where needed.
- Ensuring that staff and participants comply with established quality procedures and standards, and providing ongoing training to improve quality management practices.

#### CONSULTANT, ACCOUNTANT ASSISTANT – EDUCATIONAL CENTRE – 1 Sep 2000 – 1 Sep 2011 – CHISINAU, MOLDOVA

- Provide exam preparation guidance and personalized support to students, ensuring they are well-equipped for assessments.
- Offer expert advice on learning materials and effective study methods tailored to individual student needs.
- Assist with the selection and ordering of appropriate educational resources from international publishing houses, such as **Oxford University Press** and **Cambridge University Press**.
- Coordinate the procurement of learning materials, managing communication and orders with international publishers like OUP and CUP.

#### MANAGEMENT ASSISTANT – LINGUATA SRL – 25 Jul 1998 – 1 Sep 2000 – CHISINAU, MOLDOVA

- Coordinate schedules among team members and plan the logistics of each meeting

- Prepare important documents for reports, meetings, and memos
- Assist with research and writing reports, or independently writing reports on behalf of upper-level management
- Organize and plan all company outings and events
- Manage all administrative staff members, including onboarding and training new team members)

## EDUCATION AND TRAINING

2 SEP 2024 – 3 FEB 2026 Chisinau, Moldova

### MASTER IN INNOVATION AND LEADERSHIP IN EDUCATION THROUGH INFORMATION TECHNOLOGIES

„Ion Creangă State” Pedagogical University

Website <https://upsc.md/studii/programe-planuri/master/> | Level in EQF EQF level 7

14 AUG 2023 – 31 JAN 2024 Tartu, Estonia

### EDUCATIONAL TECHNOLOGIST University of Tartu

Website <https://haridus.ut.ee/en/content/micro-credential-programme-use-technology-contemporary-learning> |

Level in EQF EQF level 7

1 NOV 2019 – 1 MAR 2020 Chisinau, Moldova

### SOCIAL MEDIA MARKETING SPECIALIST Moldovan Association of ICT Companies

Website [https://ict.md/?fbclid=IwAR13dNopHg-O5zigxPYDHOGbx9Jl\\_9Cf-DcWI8--AmlCuNL0c-LaBwISzGo](https://ict.md/?fbclid=IwAR13dNopHg-O5zigxPYDHOGbx9Jl_9Cf-DcWI8--AmlCuNL0c-LaBwISzGo)

1 OCT 2018 – 1 JUN 2019 Chisinau, Moldova

### FRONT-END DEVELOPER Moldovan Association of ICT Companies

Address Studentilor str, Chisinau, Moldova

1 SEP 2007 – 30 JUN 2009 Chisinau, Moldova

### ACCOUNTANT AND ECONOMIST Institute of Continuing Education

Address Decebal boulevard, 37, 2068, Chisinau, Moldova | Website <https://iic.md/> | Level in EQF EQF level 6

1 SEP 1993 – 30 JUN 1998 Chisinau, Moldova

### TEACHER OF ROMANIAN LANGUAGE AND LITERATURE Ion Creangă State Pedagogical University

Address 1, Ion Creanga str., 2058, Chisinau, Moldova | Website <https://upsc.md/en/main-page/> | Level in EQF EQF level 7

## LANGUAGE SKILLS

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C1	C1	B2	B2	B2
<b>RUSSIAN</b>	C2	C2	C1	C1	B2
<b>FRENCH</b>	A2	B2	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## SKILLS

Google Drive | Social Media | Zoom | Canva | Microsoft Office

## HONOURS AND AWARDS

29 SEP 2024

**Double Gold Medalist at the FIRST Global Challenge 2024 (Team Republic of Moldova) – FIRST Global**

*FIRST* Global Team Moldova has won two gold medals at the *FIRST* Global Challenge 2024 in Athens:

🏆 Gold Medal for Innovation in Engineering – awarded for the team's exceptional creativity and technical expertise in developing an innovative and efficient engineering solution.

🏆 Gold Medal for the Winning Alliance - recognized as part of the top-performing alliance, showcasing the team's ability to collaborate effectively with other teams to achieve victory in the competition's final rounds.

These two awards are the result of the hard work and dedication of the national team members, under the guidance of the mentors, including myself as part of the coaching team at the *FIRST* Global Challenge 2024 in Athens.