


## PERSONAL INFORMATION

## Adriana Beniuc

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## POSITION

## WORK EXPERIENCE

31/08/2012–Present

**Project coordinator and trainer**

National Association of European Trainers of Moldova (ANTEM), Chisinau (Moldova)

- Daily implementation of the project;
  - Coordination with teacher training institutes, universities, experts, suppliers and the donor;
  - Teaching Romanian to representatives of national minorities and refugees;
  - Writing projects, budgeting and preparation of documents for project application etc.;
  - Organization of events: conferences, workshops, round tables, TOTs, assessment discussions and meetings of ANTEM's administrative councils;
  - Reporting to donor;
  - Organizing tenders;
  - Drafting agreements and correspondence;
- When necessary:
- Translation of documents;
  - Logistical support to the Project Manager.

06/04/2009–30/07/2010

**Embassy assistant**

The Embassy of the Republic of Belarus to the Republic of Moldova, Chisinau (Moldova)

- Translation of documents;
- Organization of official events;
- Public Relations;
- Recording, maintaining and updating documents

## EDUCATION AND TRAINING

01/09/2010–29/02/2012

**Master of Arts "Analysing Europe"**

EQF level 7

Maastricht University, Maastricht (Netherlands)

- Writing a research proposal;
- Presentation techniques;
- European documentation, archives and databases;
- European integration: state of the art;
- General philosophy of science;

- Administrative governance;
- Qualitative methods;
- Quantitative methods;
- Comparative methods;
- Europe and the world;
- Information, expertise and politics

03/09/2007–17/07/2008 **Master in International Relations**

Academy of Public Administration Office of the President of the Republic of Moldova, Chisinau (Moldova)

- RM's national interest: reality and perspectives;
- National security system;
- Political culture;
- Transnational comparative studies;
- RM's foreign policy;
- RM's consolidation and its relations with neighbor countries;
- Fundamental issues of the world diplomacy evolution;
- RM int the contemporary geopolitical context;
- Moldovan's state's diplomacy;
- Great power policy in the context of forming new international system;
- Diplomatic and Consular Law

02/09/2002–12/06/2006 **Licentiate in International Relations**

Institute of International Relations of Moldova, Chisinau (Moldova)

- International Relations: fundamental issues. Introduction into Diplomacy;
- History of Diplomacy;
- History of International Relations;
- International organizations;
- European political institutions;
- International public law;
- Political science;
- International Treats Law;
- Multilateral diplomacy;
- European politics;
- European law;
- Economy of the European Union etc.

PERSONAL SKILLS

Mother tongue(s) Romanian

Foreign language(s)

UNDERSTANDING	SPEAKING	WRITING
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	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
Russian	C2	C1	C1	C1	B2
French	A2	A2	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

**Communication skills**

- Ethical communication skills with team members through my experience as project coordinator;
- Professional contact skills with partners, donor representatives and other stakeholders through my experience to organize events, coordinating and reporting project activities.

**Organisational / managerial skills**

Sound organizational skills gained as project coordinator, responsible for daily implementation of project activities

**Job-related skills**

- good analytical and creative thinking as project writer who is responsible for drafting project proposals and budgets as well as writing contents for ANTEM's websites;
- good writing skills in English and Romanian due to my responsibility to communicate and report to different donors and partners;
- good command of graphic design applications like Photoshop and Publisher and layout abilities (being responsible for public communication in ANTEM, I have to design electronic banners, e-letters and leaflets)

**Digital skills**

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Basic user	Independent user	Basic user

Digital skills - Self-assessment grid

- good command of office suite (word processor, spread sheet, presentation software);
- good command of photo editing software gained as an amateur photographer