



Curriculum vitae  
Europass



## PERSONAL INFORMATION

Name **ALBU CĂTĂLINA FLORENTINA**

E-mail [albucatalinaflorentina@yahoo.com](mailto:albucatalinaflorentina@yahoo.com)  
[catalina.albu@man.ase.ro](mailto:catalina.albu@man.ase.ro)

Nationality ROMANIAN

Date of birth 11/28/1992

## PROFESSIONAL EXPERIENCE

- Period (from - to) February 2018 - present
- Occupation or position held **Assistant Professor – Management Department**
  - Name and address of employer **The Bucharest University of Economic Studies, Piața Romană, no. 6, Sector 1, Bucharest**
  - The main activities and responsibilities Preparation of teaching materials and conducting seminar activities, within the Faculty of Management, for the following disciplines: Management, SME Management, Comparative Management, Fundamentals of Organization Management, Management Methodologies.
- Type of activity or sector of activity Teaching Activity
  
- Period (from - to) November 2020 - present
- Occupation or position held **Expert institutional partnerships and integrated workshops**, within the project "ROSE 378 Performance and continuity for the managerial career - ManPro II"
  - Name and address of employer **The Bucharest University of Economic Studies, Piața Romană, no. 6, Sector 1, Bucharest**
  - The main activities and responsibilities Implementation of awareness measures regarding the risks associated with university dropout among first year students of the MAN faculty, potential beneficiaries of the project.  
Professional counseling and career guidance activities.

- Period (from - to) October 2019 – July 2020
  - Occupation or position held **Scientific Researcher** within the project "Analysis of the current situation of Romanian research and ways to achieve the transfer of new technologies in the productive sector, in the effort to develop the knowledge-based economy"
  - Name and address of employer The Bucharest University of Economic Studies, Piața Romană, no. 6, Sector 1, Bucharest
  - The main activities and responsibilities
    - organizing a workshop on the application of the analysis methodology of the current situation of Romanian research and the ways to achieve the transfer of new technologies in the productive sector (workshop preparation, establishment of list of participants, preparation of list of topics for debate);
    - creating the methodology for analyzing the current situation of Romanian research and the ways to achieve the transfer of new technologies in the productive sector;
    - dissemination of results to interested users.
  - Type of activity or sector of activity Research
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- Period (from - to) 2018 - 2021
  - Occupation or position held **Practical educational expert** within the project "Internships for students in economics and public administration ECOPRAC" - POCU / 90 / 6.13 / 6/14/107884, SMIS Code 107884 EUROPEAN SOCIAL FUND
  - Name and address of employer The Bucharest University of Economic Studies, Piața Romană, no. 6, Sector 1, Bucharest
  - The main activities and responsibilities
    - development and implementation of an information and publicity campaign of the project and creation of a coordinated information system, university - private environment, in order to respond to the current and future needs of the labor market;
    - preparing internships in companies;
    - organizing and carrying out internships.
  - Type of activity or sector of activity Priority Axis 6 Education and Skills
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- Period (from - to) January 2018 – January 2020
  - Occupation or position held **Individual Consultant** within the project "Prevention of school dropout - a way to increase the performance of the university education system - ManPRO", Grant Agreement no. 55 / SGU / CN / I
  - Name and address of employer The Bucharest University of Economic Studies, Piața Romană, no. 6, Sector 1, Bucharest
  - The main activities and responsibilities
    - elaboration, verification and distribution of materials specific to the project activities: sets of monthly reporting documents, awareness materials, methodologies, present lists, etc .;
    - organizing and participating in awareness meetings dedicated to the importance of school dropout prevention and the associated consequences for first-year students at the Faculty of Management;
    - development of remedial programs for students;
    - development of a guidance, support and tutoring program for students in the target group;

- design and implementation of coaching activities, personal development and development of socio-emotional skills;
- Type of activity or sector of activity  
Consulting
- Period (from - to)  
2018 - 2020
- Occupation or position held  
**Associate Teacher**
- Name and address of employer  
University of Bucharest, Regina Elisabeta Boulevard, no. 4-12, Sector 1, Bucharest
  - The main activities and responsibilities  
Preparation of teaching materials and conducting seminar activities within the Faculties of Administration and Business and Marketing for the disciplines General Management and Strategic Management.
- Type of activity or sector of activity  
Teaching Activity
- Period (from - to)  
October 2016- November 2017
- Occupation or position held  
**Economist**
- Name and address of employer  
SC Cucina Di Fabio S.R.L., Bucharest, Sector 1
  - The main activities and responsibilities  
-conducting banking operations;  
-verifying the receipts and their origin;  
-file filing and archiving;  
-financial and accounting records;  
-management, saving and correction of computer data.
- Type of activity or sector of activity  
Sales

## STUDIES AND SPECIALTY COURSES

- Period (from - to)  
2017- 2020
- Name of qualification received  
**Doctoral studies - Doctoral thesis title: "The efficiency of the manager's work, an important factor in increasing the organization's performance"**
- Main subjects studied / professional skills acquired  
Application of quantitative and qualitative methods in scientific research
- Name and type of educational institution  
Bucharest University of Economic Studies, Doctoral School of Management
- Level within the national classification (if applicable)  
ISCED 8
- Period (from - to)  
2014 - 2016
- Name of qualification received  
**Master's degree, in the field of Management studies, study program - Banking System Management**
- Main subjects studied / professional skills acquired  
Capital market and banking intermediation, Investment project management, Banking strategies and techniques, Consumer protection in banking, Banking marketing, Banking decision support systems.

- Name and type of educational institution  
  - Level within the national classification (if applicable)
- Period (from - to)
- Name of qualification received  
  - Main subjects studied / professional skills acquired
- Name and type of educational institution  
  - Level within the national classification (if applicable)
- Period (from - to)
- Name of qualification received  
  - Main subjects studied / professional skills acquired
- Name and type of educational institution  
  - Level within the national classification (if applicable)

**PERSONAL SKILLS AND COMPETENCES**

Native language **Romanian**

Foreign languages **English, Spanish, French**

Self-assessment  
*European level (\*)*

**Language**  
**Language**

Understanding				Speaking			Writing		
Listening		Reading		Join the conversation		Oral speech	Written expression		
English	B2	English	B2	English	B1	English	B1	English	B2
Spanish	B1	Spanish	B1	Spanish	A2	Spanish	A2	Spanish	A2
French	A2	French	A2	French	A2	French	A2	French	A2

*(\*)Level of the Common European Framework of Reference for Languages*

**SKILLS AND COMPETENCES SOCIAL**

communication, cooperation, self-control, empathy

**SKILLS AND COMPETENCES ORGANIZATIONAL**

ability to organize, motivate, coordinate and work in a team, involvement

**SKILLS AND COMPETENCES**

seriousness, promptness, efficient time management, creativity, ability to analyze

**ACQUIRED AT WORK** and synthesize, flexibility, adaptability, positive attitude, adaptive thinking, digital skills, vision, perseverance, ability to work under stress

**DRIVER'S LICENSE** B category

## **MORE INFORMATION**

**CONFERENCES** The 11<sup>th</sup> International Management Conference (IMC 2017) - The Role of management in the Economic Paradigm of the XXI Century, Bucharest, Romania, November 2-4, 2017

1<sup>st</sup> International Conference on Economics and Social Sciences, Challenges and Trends in Economic and Social Sciences Research, The Bucharest University of Economic Studies, April 16-17, 2018

31<sup>st</sup> International Business Information Management Association Conference, Milano, Italy, April 25-26, 2018

The 12<sup>th</sup> International Management Conference (IMC 2018) – Management Perspectives in the Digital Era, Bucharest, Romania, November 1-2, 2018

33<sup>rd</sup> International Business Information Management Association Conference, Granada, Spain, April 10-11, 2019

34<sup>th</sup> International Business Information Management Association Conference, Madrid, Spain, November 13-14, 2019

**RESEARCH INTERNSHIPS** Research internship conducted at Globis University in Tokyo, Japan, between 18.10.2019-31.10.2019. The main results of the project were the identification of theoretical-methodological aspects related to strategic management and organizational performance, with a strong emphasis on the importance of strategy, strategy implementation, types of strategies, strategic planning, strategic communication, strategy components, strategic analysis tools, model of strategic management, the effects of the strategy on the performances, as well as on the ways of obtaining the organizational performances, in order to carry out the doctoral research, but also in order to improve the materials related to the discipline Management.

Research internship conducted at the University of Buffalo in the United States of America, between 19.10.2018-03.11.2018. A result of this internship was represented by the concrete identification of the current state of knowledge in the field of the analyzed topic - "The influence of organizational culture on management style".

Research internship carried out at the Complutense University of Madrid, Spain,

between 31.01.2018-11.02.2018. This internship took into account the realization of some documentary activities on the topic "The influence of the manager's work, an important factor to increase the performance of the organization". The research focused on identifying relevant studies in the literature that addressed from a theoretical and empirical point of view the efficiency of the manager's work and the performance of the organization.

- CERTIFICATES**
- Certificate of appreciation for participation in the 35th IBIMA International Conference Commission, 1-2 April, 2020, Seville, Spain (article review)
  - Certificate of language skills - PROSPER-ASE (English - level B2), 2017
  - Certificate of graduation of the training course on the acquisition of the fundamental notions of hygiene, module 1, organized by EUROCALIFICATIONS, based on the Opinion of the Ministry of Public Health, 2013
  - Internship diploma Bălea Lac Chalet, 2013
  - Certificate of language proficiency - experienced user, 2011
  - Certificate of digital skills - experienced user, 2011
  - Certificate of Junior Achievement Romania program "IT for business", 2010
- PROJECTS**
- Member of the target group of the project POCU / 380/6/13/125245 "Excellence in interdisciplinary doctoral and postdoctoral research, career alternatives through entrepreneurial initiative (EXCIA)", from 01.08.2019.

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