



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **First name(s) Surname(s): ELENA IRINA MOATER**
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Fax(es) +40 245222175
E-mail irinamoater@gmail.com
Nationality Romanian
Date of birth September 08, 1974
Gender Female

Desired employment / Occupational field

**Academic
University "Valahia", Targoviste**

Work experience

Date	March 1 st , 2004–up to date
Occupation or position held	Lecturer
Main activities and responsibilities	<ol style="list-style-type: none">1. Teaching classes on the matters comprised in the curricula2. Drawing up and guidance for achieving the practical works on different matters comprised in the curricula
Name and address of employer	Valahia University of Targoviste, 2 Carol I street, Targoviste, 130024, Dambovita County, Romania
Type of business or sector	Environment Chemistry, Physical Chemistry, Colloidal Chemistry, Interface Adsorbtion
Dates	March 1 st , 2000 – March 1 st , 2004
Occupation or position held	Assistent
Main activities and responsibilities	<ol style="list-style-type: none">1. Drawing up and guidance for achieving the practical works on different matters comprised in the curricula
Name and address of employer	Valahia University of Targoviste, 2 Carol I street, Targoviste, 130024, Dambovita County, Romania
Type of business or sector	Environment Chemistry, Colloidal Chemistry, Physical Chemistry
Dates	October 1 st , 1997 – March 1 st , 2000
Occupation or position held	Laboratory assistant
Main activities and responsibilities	<ol style="list-style-type: none">a) Drawing up and guidance for achieving the practical works on different matters comprised in the curricula

Name and address of employer	Valahia University of Targoviste, 2 Carol I street, Targoviste, 130024, Dambovita County, Romania
Type of business or sector	Environment Chemistry, Colloidal Chemistry, Physical Chemistry
Education and training	
Dates	1997-2005
Title of qualification awarded	PhD in Chemistry
Principal subjects/occupational skills covered	Colloidal chemistry, interface surfactants' adsorption, the interaction of surfactants with colorants, the study of competitive adsorption between surfactants and colorant-surfactants complex at solid-liquid interface
Name and type of organisation providing education and training	University of Chemistry, Bucharest
Level in national or international classification	Higher education, Academic and Research
Dates	1997-2000
Title of qualification awarded	Economist (short term studies), Bookkeeping and financial management
Principal subjects/occupational skills covered	Basic bookkeeping, financial management
Name and type of organisation providing education and training	University Valahia, Targoviste
Level in national or international classification	Academic
Dates	January 16, 2006 – September 16, 2006
Title of qualification awarded	Postgraduate diplomas
Principal subjects/occupational skills covered	Postgraduate course entitled <i>ECO-MANAGER</i> at Technical University of Cluj-Napoca, Eco-Management Centre and University of Minnesota, SUA, in Romanian-American Postgraduate Program by Eco-Management and Ministry of Education, Research, Youth and Sports, X edition. Titles of graduated modules: Environmental Impact Assessment, <i>diploma series F No. 0014848, 648/11.07.2007</i> ; Environmental Management Systems ISO 14001, <i>diploma series F No. 0014832, 632/11.07.2007</i> ; Environmental Monitoring and Pollution Control, <i>diploma series F No. 0014798, 598/11.07.2007</i> . Sampling and Chemical analysis concerning pollutants from air by chemiluminescence (CL); elaboration the EIM and BM studies; theoretical and practical principles concerning the environmental monitoring and pollution control etc.
Name and type of organisation providing education and training	Technical University of Cluj-Napoca, Eco-Management Centre and University of Minnesota, SUA
Level in national or international classification	Academic
Dates	1992-1997
Title of qualification awarded	Chemistry Licence
Principal subjects/occupational skills covered	Specialization: Physical Chemistry and Colloidal Chemistry
Name and type of organisation providing education and training	University Valahia, Targoviste
Level in national or international classification	Academic
Dates	October 2006
Title of qualification awarded	Internal auditor for quality management systems
Principal subjects/occupational skills covered	Graduation certificate no. 7423/27.10.2006

Name and type of organisation providing education and training	SRAC SERVICII GRUP S.A.
Level in national or international classification	
Dates	2007
Title of qualification awarded	Postgraduate Certificate – environment internal auditor
Principal subjects/occupational skills covered	
Name and type of organisation providing education and training	University Valahia, Targoviste
Level in national or international classification	Post-university studies
Dates	March 2010
Title of qualification awarded	Graduation diploma – Project manager
Principal subjects/occupational skills covered	Professional competences acquired: set-up of project objective, set-up of integrated management requirements of the project, planning the activities and milestones of the project, management of costs and operational resources of the project, performance of procurement procedures for the project, risk management, project team management, management of communication within the project, project quality management. Certificate issued by the Ministry of Work, Family and Opportunity Equality, Ministry of Education, Reserch and Youth, series F no. 0039202
Name and type of organisation providing education and training	IRA TEST CONSULT, Bucharest
Level in national or international classification	
Dates	March 2010
Title of qualification awarded	Graduation diploma - Public procurement expert
Principal subjects/occupational skills covered	Professional competences acquired: Interpersonal communication, improvement of professional skills, computer literacy, coordonation of team work, drawing up of specialized documents, negotiation within tendering procedures, analisys of specific legislation, specilized consultancy, planning of tendering procedures, performance of tendering procedures, finalizing the tendering procedures. Certificate issued by the Ministry of Work, Family and Opportunity Equality, Ministry of Education, Reserch and Youth, series F no. 0039192
Name and type of organisation providing education and training	IRA TEST CONSULT, Bucharest
Level in national or international classification	
Dates	July 2007
Title of qualification awarded	Graduation certificate – Xpert Personal Business Skills
Principal subjects/occupational skills covered	Professional competences acquired: organising and carrying out projects successfully, building and leading a team successfully, negotiating, discussing and arguing a case. Certificate no RO/00017
Name and type of organisation providing education and training	EUROED ASSOCIATION
Level in national or international classification	
Dates	September 2007
Title of qualification awarded	Graduation certificate – Xpert Basis of EDP

Principal subjects/occupational skills covered	Expert European Computer Passport course system, containing the following points of main emphasis: structure and task of computer hardware; structure, function and operational characteristics of an operating system and a graphic user interface; files and file management; the use of intranets and the internet; program maintenance and system back-up; programs and use of programs. Certificate no RO/EDP/00559																																														
Name and type of organisation providing education and training	EUROED ASSOCIATION																																														
Level in national or international classification																																															
Personal skills and competences																																															
Technical skills and competences	Sampling; extraction and separation of different samples; spectrofotometric techniques (UV-VIS, FT-IR); detection, identification and quantification of heavy metals from soil, water, air, plants, alloys, sluges by EDXRF and AAS together with biomonitoring method; data interpretation and publications.																																														
Mother tongue(s)	Romanian																																														
Other language(s)																																															
	<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="4">Understanding</th> <th colspan="4">Speaking</th> <th colspan="2">Writing</th> </tr> <tr> <th colspan="2"></th> <th colspan="2">Listening</th> <th colspan="2">Reading</th> <th colspan="2">Spoken interaction</th> <th colspan="2">Spoken production</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>English</td> <td>B1</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> </tr> <tr> <td>French</td> <td>B1</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> </tr> </tbody> </table>			Understanding				Speaking				Writing				Listening		Reading		Spoken interaction		Spoken production				English	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	French	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user
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French	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user																																					
Social skills and competences	2006 – up to date: member of the Romanian Chemistry Society 2005-2008: member of the Theachers' Council of Science and Art Faculty within Unviersity Valahia Targoviste 2005-2010: Member of the Center for Scientific Research for Bio-technology and Engineering 2006: member of the Romanian Researchers Association, Ad Astra 2008 up to date: Master degree Director at the Science and Art Faculty 2010 up to date: Registration Certificate no. 213 in the National Registry of Developers of environment protection studies																																														
Organisational skills and competences	2007-2010: Expert Main Assessor, certified by the Ministry of Environment and Durable Development 2007-2010: Expert Main Auditor, certified by the Ministry of Environment and Durable Development																																														
Computer skills and competences	Good coordonator skills Great capacity for work Computer literacy: Word, Excel, Power-Point, Adobe Reader																																														
Driving licence	B category																																														
Additional information	Receptivity to new technology in execution Experience in environment protection Experience in energetic and thermal expertise documentation and in energetic audit reports																																														