

## PERSONAL INFORMATION

## Ana Georgescu



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## PERSONAL STATEMENT

My pathway is to develop myself, ideas, projects and people. I use every opportunity to grow and create a good environment for others to improve step by step their state of being.

## WORK EXPERIENCE

1/2/2014–31/5/2014

**Human Resources consultant for the "Happy Employees" program**

Azimet, Cluj Napoca - Bucharest (Romania)

I take part in the evaluation stage of the program, exploring the employees' motivation to work at full potential, through different tools (Interviews, Coaching, Questionnaire, Daily Journal)

- Interviewing employees and creating individual reports regarding the findings

- Applying the questionnaires

- Delivering coaching sessions

- Delivering short workshops and presentations

1/8/2013–Present

**Affiliate Trainer**

InfoSPEED, Bucharest (Romania)

I participate as trainer in learning camps organised for children and adolescents between 5 and 16 years old on topics such as:

- Speed Reading

- Fast learning

- Focus

- Personal development

12/2012–Present

**Founding Member of Hipocampus**

Hipocampus, Bucharest (Romania)

- Coordinating the Bond'n'Bake project (a cook-book for children that aims to strengthen the relationship between adults and young children by using values such as healthy nutrition and shared communication)
- Motivating young volunteers to take part in our projects;
- Coordinating People in Progress (a 2-day international training conference on professional and personal development with an emphasis on Public Speaking and Powerful Presentation Skills).

3/2013–Present

**Host**

Impact HUB Bucharest

- Hosting – Creating a bond between clients, meeting their needs during the working hours and

inviting and guiding new members and visitors within the office space.

#### 4/2009–Present **International Trainer**

European Federation of Psychology Students' Associations

I have been a volunteer in this organisation for 4 and a half years, and these are the main roles I had:

- Senior Training Officer
  - creating new trainers and managing their development;
  - trainers' selection and topic assignment;
  - Managing the team of trainers and providing them with training opportunities;
  - needs assessment of the NGO;
  - training design and delivery according to the specific needs of the working teams and also of the whole Federation.
  
- Internal Trainer
  - EFPSA Train Advanced Trainers 2014
  - EFPSA Train the Trainers 2012
  - EFPSA Train the Trainers 2011
  - Training sessions: Team-building (for the Board of Management), Knowledge Transfer, Fundraising, Introduction in Psychodrama
  
- External Trainer
  - Represent EFPSA in other international organisations (EMSA, BEST)
  - Deliver high quality training sessions and events according to the external requests
  - \*EMSA Training Center of Excellence 2013, 2014
  - \*BEST Trainers' Camp 2012
  - \*BEST Trainers' Forum 2011 and 2012
  - \*Group Dynamics Train Advanced Trainers 2012
  - \*Youth in Action - Volunteering for all 2011
  
  - Deliver Coaching Sessions to young Trainers
  - Train the trainers (both new trainers and advanced)
  
- Event Organiser
  - EFPSA Congress 2014 (part of the team that manages the professional scientific programme).
  - EFPSA Train the Trainers 2011 (agenda manager, participants' selection and coordination of the trainers' team)
  - EFPSA European Summer School 2010 (in charge of the marketing strategy, participants' selection and Communication with Academics)
  
- Senior Travel Network Coordinator:
  - Managing the EFPSA-TN website;

-Creating fun and engaging ways of communication with Psychology Students (humorous newsletter, managing the facebook page)

-Creating the Travel Network Team-Identity (Mission and Values).

1/2012–2/2013 **◆ Communication Responsible (PR)**

intendo

intendo ([www.intendo.ro](http://www.intendo.ro))– a post-studies youth support project that aims to create the connection between business companies and young professionals.

- Creating partnerships with local University-related NGOs in order to meet their training needs
- Marketing the series of training sessions;
- Promoting the concept within University Centers
- Evaluating the Training Design and contributing to the Training Manual.

10/2011–12/2011 **Trainer**

BRNO Edison, Brno (Czech Republic)

- Teaching Cultural Diversity aspects to high-school students in Czech Republic ( what is cultural diversity, in which ways we can benefit from the European diversity, what is the UN and EU, cultural traditions etc)
- Using non-formal education techniques and active methods.
- Teaching English

9/2011–10/2011 **Human Resources Intern**

Orange Telecommunications, Bucuresti (Romania)

- Participating at the employee selection process (CV selection and interviewing)
- Evaluating the performance of employees by comparing the Goals and initial target to the reality-implemented aspects during the development process;
- Keeping motivation high by writing articles from the intern's perspective, organising games and theme-parties for everyone in the company.

2/2006–5/2009 **Applied Behaviour Analysis Tutor for autistic children**

- Creating and Implementing a development strategy for the psychological growth needs of autistic children;
- Evaluating the process each step and deciding in which way to continue (permanent improvements needed)
- Participating at Advanced workshops to be able to innovate the process of young development.

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EDUCATION AND TRAINING

- 2012 **Sociodrama Advanced Studies**  
 Romanian Sociodrama Institute  
 Sociodrama is an experiential method by which a group of individuals select and spontaneously enact a specific social situation common to their experience.
- 2011 **Trainer of Trainers certificate**  
 National Center of Forming and Developing Trainers, (Romania)
- 2009–2011 **Studies in Child Psychology and Psychotherapy**  
 University of Bucharest  
 I attended the courses of a masters' program on "*Evaluation, Counselling and Psychotherapy of the Children, Couples and Families*".
- 2008–2010 **Psychodrama and Experiential Psychology Advanced Studies**  
 Conceived and developed by Jacob Levi Moreno, Psychodrama employs guided dramatic action to examine problems or issues raised by an individual. Using experiential methods, sociometry, role theory, and group dynamics, Psychodrama facilitates insight, personal growth, and integration on cognitive, affective, and behavioural level.
- 2005–2008 **Bachelors diploma in Psychology**  
 Faculty of Psychology and Education Science within the Bucharest University

**PERSONAL SKILLS**

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C1
Romanian Certificate for Advanced English Communication Abilities					
Italian	B2	B2	B2	B1	B1
French	B2	B2	B1	B1	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user  
[Common European Framework of Reference for Languages](http://www.cerl.eu)

**Communication skills** Thanks to my experience I have no difficulty in adapting in multicultural environments, I can easily communicate both in written and in spoken word. I can sustain conversations even in situations where language barriers represent a mild obstacle.

**Organisational / managerial skills** I have good coordination skills and I am able to adapt to different types of working styles within teams.

**Job-related skills** I have good goal-setting skills, as well as a sense of permanent verifications and proper evaluation of the process undertaken by the team.

**Computer skills** - Microsoft Office (word, powerpoint, excel)

- basic Photoshop skills
- video editing
- Internet-related skills (Social Media marketing, browsing for resources)