Curriculum vitae

PERSONAL INFORMATION

Celina-Ruxandra Rusu

Bucharest (Romania)

PERSONAL PROFILE

University graduate and Master's degree, communication skills and teamwork, adaptability, ability to meet pre-established deadlines, ability to analyze and synthesize

WORK EXPERIENCE

10/2017 -Present

Head of the Inspection Service - Ministerial Control Corps Directorate
The Ministry of Economy

01/01/1998-10/2017

Senior Counselor
The Ministry of Economy

EDUCATION AND TRAINING

1992-1997

Bachelor's degree
Academy of Economic Studies - Faculty of Management in Industry, Bucharest (Romania)

2003-2004

NATO Master Diploma
National School of Political Science (SNSPA), Bucharest (Romania)

2002

Certificate of completion of the course "Energy efficiency and energy conservation"
Japan International Cooperation Agency (JICA), Tokyo (Japan)

2002

Diploma for the course "Public Management and Foreign Affairs"
National Institute of Public Administration (INA), Sinaia (Romania)

2003

Diploma for the course "Training in project management for the modernization team in the central public administration"
British Council, Bucharest (Romania)

2003

Diploma for the course "Elements of accounting, financial projections and evaluation"
EmstSfYoung, Bucharest (Romania)

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2004

Diploma for the course ‚Public Procurement’

National Institute of Administration (INA), Sinaia (Romania)

Certificate "Protection of classified information in economics"

2005

Ministry of Economy and Trade, Busteni (Romania)

2005 Diploma for the course "Legislative technique"
National Institute of Administration (INA), Sinaia (Romania)

2006 Certificate for the course "Legislative harmonization"
SC Formenerg SA, Cap Aurora (Romania)

2006 European Computer Driving License
ECDL Romania, Bucharest (Romania)

2009 CNFPA Certified Trainer course
SC Formenerg SA, Bucharest (Romania)

2009 CNFPA Certified Project Manager course
SC Formenerg SA, Bucharest (Romania)

2011 Certificate for the course "Management, procedures and analysis in public administration"
Professional Association of Specialists in Public Administration, Băile Felix (Romania)

2012 CNFPA Certificate "Communication in the official language. Communication management and decision-making transparency"
SC Formenerg SA, Predeal (Romania)

2014 CNFPA certified course "Expert in preventing and combating corruption. Prevention of corruption in public institutions"
SC Formenerg SA, Neptun (Romania)

2015 Certificate for the course "Remuneration of civil servants"
Professional Association of Public Administration Specialists, Băile Felix (Romania)

2016 ANC Certificate Course "Good practices in managing administrative procedures"
Transparency International Association

ANFP certificate Rules of ethics and public integrity. Legislative connections

2016 SC Formatica SRL
Internal public audit certificate

2017

PERSONAL SKILLS

Language (s) default (s)

română

Other known foreign languages

	UNDERSTANDING		SPEAKING		WRITING
	listening	Reading	Conversation participation	Oral speech	
English	B1	B1	B1	A2	A2

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

Communication skills

communication skills with managers of different fields of activity within the economic units, in order to clarify some issues and find solutions to improve activities

competences organizational / managerial Skills acquired in the workplace

participation in decision-making as a member of collective management bodies of several economic units with state capital in the field of energy, defense industry, research
- macroeconomic vision
- understanding the mechanisms of organization and functioning of production companies,
- the ability to identify negative aspects in the functioning of a company,
- good understanding and use of legal regulations in their complexity

Digital skills

SELF-EVALUATION

Processing information	Communication	Content creation	Security	Problem solving
Experienced user	Independant user	Basic User	Basic User	Independant user

Digital Competences - Self-Assessment Grid

Driver's license