

Adelina Ramona Răsădea

ADDRESS

Str. Munteniei nr. 28A
1900 Timișoara, Romania
Tel. 092-645128



PERSONAL INFORMATION

Nationality: Romanian
Date of Birth: 03th June 1974
Place of Birth: Timișoara
Parents: Aurora and Partenie
Marital Status: married

EDUCATION

- 1980-88 - Școala Generală nr. 22 Timișoara - town: Timișoara - **8th year Certificate (GCSE)**
- 1988-92 - Liceul Economic, Timișoara (Economic High school) - **Diplomă de bacalaureat (A level)**
- 1992-97 - Facultatea de Științe Economice - Comerț Exterior, Timișoara (Faculty of Economics and International Commerce) - **Degree in International Commerce from Economics Academy Bucharest**

EMPLOYMENT AND WORK EXPERIENCE

- 1994-95 - Institutul de marketing București București Pollster - part time
- 1998-until present - Centrul de Educație Creștină și Cultură Contemporană "Areopagus" [Areopagus Centre for Christian Studies and Contemporary Culture] Timișoara, Romania
 - **Economist:** banking, pay roll, book keeping, balance sheet, budgets
 - **Computer skills** - MS Word, Excel, Quicken, Page Maker, Act, Eudora
 - From October 1st the following responsibilities were added: **Public relations** including preparing publicity materials; **Correspondence and answering questions** from interested sponsors

ABILITIES

- Team work
- Communications skills
- Organisations skills
- Foreign languages: English - Written and spoken Upper-Intermediate
- Hobbies: Ski, Swimming, Travelling