

Curriculum Vitae

Informatii personale

Prenume / Nume **Iris Maria Mateescu**
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Nationalitate Romanian
Data de nastere 26 June 1983

Data **24 November 2010** →

Pozitia ocupata Research Assistant for the European Project “**MedPlaNet - medical plant network for enhancement of the comparative advantage of Calarasi – Silistra cross-border area for sustainable development**”

- Activitati si responsabilitati
- Study, edit and print research documents, study visits
 - Create tabular formats, fact sheets, graphs and assist in writing reports on each of the research results in order to summarize them.
 - Study and screen all the subjects that have registered as study subjects and determine their suitability for the conducted research study.
 - Create, manage and manipulate the project database.
 - Obtain the database needed data from the Institute departments.
 - Prepare special programs for certain tasks like data entry and statistical analysis.
 - Assist in elaborating the presentations, manuscripts and project related topics for the training courses.
 - Training of the network members.
 - Analyse the requirements of research experiments and collect the needed information from the internet library.
 - Formulate and implement varied quality research and control procedures.
 - Responsible with the procurement and maintenance of the project equipment and software.
 - Handle the office work such as data entry essential for the project completion.

Numele si adresa angajatorului **INCDSB (National institute of Research and Development for Biological Sciences);**

Splaiul Independentei, no 296, Sector 6

Sectorul de activitate **MedPlaNet - medical plant network for enhancement of the comparative advantage of Calarasi – Silistra cross-border area for sustainable development**

Research; European Projects.

Priority Axis 3 –Social and Economic Development

Area of Intervention 1 – Support for cross-border business cooperation and promotion of a regional image and identity

MedPlaNet Project - medical plant network for enhancement of the comparative advantage of Calarasi – Silistra cross-border area for sustainable development

Total project value:

1.425.660 Euro

Non reimbursable value eligible from FEDR: 1.209.244 Euro

Co-financing from state budget:

185.335,80 Euro

Own contribution of the partners:

31.079,40 Euro

Data	01 April 2010 → 10 November 2010
Pozitia ocupata	Project Manager
Activitati si responsabilitati	<ul style="list-style-type: none"> - Editing Space Syntax materials and upload them on Space Syntax site - Taking care of the company's projects, promote them and meet potential clients - Promote the company with promotional materials, brochures and update Space Syntax site - Promote "Eco Bucuresti" project by creating a web site for the project, meeting clients and explain them about what we want to accomplish and keep in contact with all our suppliers. - Promote contests organized by the company and travel in other cities for further urban projects.
Numele si adresa angajatorului	SPACE SYNTAX ROMANIA Calea Rahovei 196 A, Uranus-Rahova area, Bucuresti
Sectorul de activitate	Architecture and urban planning
Data	23 June 2008 → 31 March 2010
Pozitia ocupata	Web Editor
Activitati si responsabilitati	<ul style="list-style-type: none"> - Write news for the online version of the newspaper especially on economics subjects - Participate to different press conferences and big events to gather information for potential news. - Administrating the site by updating it with fresh news every 10 minutes and assume news from other sites - Operating with different web programs - Process and modify photos in Photoshop
Numele si adresa angajatorului	REALITATEA CATAVENCU GROUP Piata Presei Libere, No. 1, Casa Presei, Body A3, Et.4, District 1, Bucharest
Type of business or sector	Media/Press
Dates	01 September 2007 - 12 May 2008
Occupation or position held	Risk control specialist
Main activities and responsibilities	<ul style="list-style-type: none"> -operating with bank programs and system. - carefully verify all the information that is received from the clients through their file -take care of their accounts -verify if clients are trustworthy and if they don't have a bad history with other banks, and aren't a risk for the bank -make sure that the client gets a response related to his file in maximum 1 day. -accord the amount of money demanded to the client if he doesn't present risk for the bank
Name and address of employer	RAIFFEISEN BANK SA Aerofina Building, Fabrica de Glucoza Street, no. 5, District 1, Bucharest
Type of business or sector	Banks
Dates	04 December 2006 - 11 July 2007
Occupation or position held	Bank officer
Main activities and responsibilities	<ul style="list-style-type: none"> - Maintaining the relationship with the customers and the public authorities opening accounts for the Alpha Bank clients (individuals and corporate) -offering information about the bank products (loans, credit cards) - administrating accounts - transactions / payment orders / deposits/ verifying daily the balance of payments/ monetary exchanges

Name and address of employer

ALPHA BANK ROMANIA SA

Drumul Taberei Street, no. 138, District 6, Bucharest

Type of business or sector

Banks

Education and training

Dates **1998 - 2002**

Name and type of organisation providing education and training

"Gheorghe Lazar" National College –Bucharest

Dates **2002 - 2006**

Title of qualification awarded

Economist

Principal subjects / occupational skills covered

International Economic Relations

Name and type of organisation providing education and training

Romanian- American University, Bucharest - Faculty of Banking and International Financial Relations

Dates **December 2005- May 2005**

Title of qualification awarded

Erasmus Student

Principal subjects / occupational skills covered

Business and Marketing

Name and type of organisation Providing education and training

Kemi- Tornio Polytechnic, Finland

Dates **2008 → 2010**

Title of qualification awarded

Banking Financial Business Management

Principal subjects / occupational skills covered

Romanian- American University - "Faculty of Banking and Finance"

Name and type of organisation providing education and training

August 2010 →

ACCA - Association of Chartered Certified Accountants (UK)

Level in national or international classification

Exams F1 – F3 completed

October 2010 → January 2011

Name and type of organisation providing education and training

Web Design – TOTAL SCHOOL

Programs learned- HTML, Java Script, My SQL, Flash
Certificate- international valid.

Name and type of organisation providing education and training

12 September 2011 → 16 September 2011

International Summer School on: Computing & Cloud Computing for sustainable development , organized by Black Sea Universities Network, "Ovidius" University of Constanta and Hewlett Packard Romania (HP).

Learned to:

- evaluate the state of the art concerning high performance computing and cloud computing hardware and software solutions appropriate for the development of education and scientific research, distributed databases and other cooperative multi-user applications;
- evaluate the interoperability aspects that have to be taken in consideration in dedicated projects for education and scientific research;
- present end-users applications in the field of multi-criteria analysis of sustainability and other scientific research and education applications using HPC and CC.

Personal skills and competences

Mother tongue(s) **Romanian**

Other language(s)

Self-assessment
European level ()*

English

French

German

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C2	Proficient user
B1	Independent user	B1	Independent user	B1	Independent User	B1	Independent User	B1	Independent user
B1	Independent user	B1	Independent user	A2	Basic User	A2	Basic User	B1	Independent User

(*) *Common European Framework of Reference (CEF) level*

Certificate in Advanced English obtained from LEXIS Schools of Languages, 2004.

Social skills and competences

I am a member of the student association (AEGEE- The Association of European Students) since 2004 and have been involved in volunteer work such as: organizing international events (European School, Summer Universities, General Assembly of the Association).

As an Erasmus student in Finland I have organized events for international students.

Computer skills and competences

- Word, Excel, Internet Explorer, Microsoft Outlook, Photoshop, Adobe Illustrator, HTML, Java Script, My SQL, Flash.

Other skills and competences

Highly flexible and adaptable with strong troubleshooting and problem-solving skills, serious, hard working person, ambitious, team player, inventive, creative, sociable, excellent organizer.

Driving licence

B Category