

PERSONAL INFORMATION



Elena-Mirabela Grama

📍 Cal. Ghirardei nr. 25, Timisoara, Timis, Romania

📞 +40761555751

✉ elena.grama00@e-uvt.ro

Sex Female | Date of birth 22/07/2000 | Nationality Romanian

STUDIES APPLIED FOR

Student Scholarship, ROGER

WORK EXPERIENCE

10/03/2020-14/05/2020

Freelance Academic Writer

UvoCorp

- Research in relevant topics
- Academic paper writing

EDUCATION AND TRAINING

Student

West University of Timisoara

- English Language and Literature
- Italian Language and Literature

PERSONAL SKILLS

Mother tongue(s)

Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Proficient user	Proficient user	Proficient user	Proficient user	Proficient user
Cambridge Advanced English Certificate – C2					
Italian	Basic user	Basic user	Basic user	Basic user	Basic user
Replace with name of language certificate. Enter level if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

- good communication skills gained through my experience as a volunteer at YouthBank Romania and The Student League of the Electronics and Telecommunications Faculty

Organisational / managerial skills

- good teamworking skills
- fundraising skills (acquired as volunteer in YouthBank Romania)
- communication (acquired as volunteer in The Student League of the Electronics and Telecommunications Faculty)
- human resource management (as part of the Human Resources department of The Student League of the Electronics and Telecommunications Faculty)

- Computer skills
- good command of Microsoft Office™ tools
 - good command of Google Workspaces

ADDITIONAL INFORMATION

- Conferences
 - Volunteer at YouthBank Timisoara (2016-2018)
- Honours and awards
 - Volunteer at Save The Children Romania (2016-2017)
- Memberships
 - Volunteer at The Student League of the Electronics and Telecommunications Faculty
- References
 - Romanian representative of the YouthBank program at the International YouthBank Conference in Tbilisi, 2018
 - *The language of Romanian administration: an interview-based corpus case study* – Research paper written as part of ROGER internship, 2019.
 - Cambridge Advanced English Certificate level C2, obtained in May, 2018
 - Rotary Timisoara Scholarships