

**EUROPEAN LEVELS - SELF ASSESSMENT GRID**

**Curriculum Vitae**

**Personal information**

First name(s) / Surname(s) **ANCA DANIELA SIMION**  
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 Nationality ROMANIAN  
 Date of birth January 4, 1968  
 Gender Female

**Work experience**

Relevant recent expertise:

*European Territorial Cooperation Objective:*

- Responsible for Romania – Serbia IPA CBC programme evaluation, project evaluation, indicators
- Responsible for state aid schemes
- Participation in project application writing and evaluation
- Participation and contributions within a dedicated inter-Ministerial group focused on programme and project evaluation techniques and methods
- Knowledge of MSPProject and project management techniques

Dates 01/08/2006 →

Occupation or position held SENIOR COUNSELOR

Main activities and responsibilities In charge of drafting the evaluation strategy for EU programmes between Romania and non-EU neighbouring countries:

- drafting multi-annual evaluation plan for the programmes, drafting programme and project level indicators for progress monitoring and evaluation;
- drafting terms of reference related to evaluation projects;
- evaluator in project evaluation committees;
- drafting programme and project evaluation and selection procedures (including participation in drafting monitoring procedures), performing analyses of evaluation report based on quality standards; participation in project evaluation committees
- drafting state aid schemes;
- drafting assistance fiches for beneficiaries on: project selection, gender equality, evaluation.

Familiar with ENPI (European Neighbourhood Partnership Instrument) and IPA (Instrument of Pre-Accession), as well as with Structural Funds regulations. Familiar with specific categories of cross-border programmes and projects (including socio-economic component).  
 Drafting and presentation of fiches to beneficiaries of cross – border programmes, on: gender equality, indicators, revenues generating.

Name and address of employer ROMANIAN MINISTRY REGIONAL DEVELOPMENT AND HOUSING (FORMER MINISTRY OF EUROPEAN INTEGRATION)

Type of business or sector GOVERNMENT

Dates 10/01/2006 - 31/07/2006

Occupation or position held EXECUTIVE DIRECTOR OF A PROFESSIONAL ASSOCIATION

## EUROPEAN LEVELS - SELF ASSESSMENT GRID

Main activities and responsibilities	In charge of drafting the development strategies (by objectives); responsible for handling the association external relationship; responsible for finding new services and finding new programmes to develop membership; responsible for budget issues and accurate implementation of the decisions made by the association General Shareholders Meeting. Also coordinator of two PHARE - EU projects implementation in the field of capacity building, competitiveness improvement through the implementation of the acquis communautaire. Specific tasks included training activities designed and conducted. Membership increase was also a task.
Name and address of employer	ASPAPLAST - ASSOCIATION OF ROMANIAN PLASTIC PRODUCERS AND OWNERS (over 60 member companies, whose turnover was 50% of the total turnover made in the Romanian plastic industry).
Dates	01/06/2005 - 20/12/2005
Occupation or position held	PROJECT MANAGER
Main activities and responsibilities	Project manager for an EU "Leonardo da Vinci" project (total value: EUR 400,000): drafting, implementation, reporting, coordinating project - related activities with the other 8 partners (from 8 countries). The project dealt with providing services for SMEs and creating front-lines for SMEs managers. This project included 10 countries, Romania coordinating.
Name and address of employer	CNIPMMR - National Council of Private SMEs in Romania
Type of business or sector	PRIVATE
Dates	01/09/2003 - 01/05/2005
Occupation or position held	DEPUTY COMPETITIVENESS MANAGER
Main activities and responsibilities	Responsible for co-drafting an USAID-funded project in Romania, dealing with competitiveness, legislation and financial support; responsible for implementation, monitoring results, evaluation of project proposals submitted by stakeholders; responsible for delivering presentations related to the project to various stakeholders (Government officials, NGOs and private companies); responsible for budget issues related to the project. I was also in charge of coordinating a team of 3 international and national consultants, employed by the project. No. of internal staff supervised: 2 persons. Project value: USD 2 million
Name and address of employer	CHF INTERNATIONAL ROMANIA /USAID
Type of business or sector	PRIVATE/GOVERNMENT
Dates	01/09/1998 - 15/08/2003
Occupation or position held	HEAD OF INTERNATIONAL RELATIONSHIP AND PROGRAMMES DEPARTMENT
Main activities and responsibilities	Responsible for finding funding opportunities and for generating projects; responsible for establishing working mechanisms in relation to project implementation; overall coordination of the project implementation in Romania. The projects, co-financed by UNDP and Swiss Embassy in Romania, focused on strengthening export capacities and human resource development in two important Romanian sectors. Its successful implementation laid prerequisites for another important project with Hellenic Export Center. Projects value: over USD 2.5 M
Name and address of employer	ROMANIAN FOREIGN TRADE CENTRE - MINISTRY OF COMMERCE
Type of business or sector	GOVERNMENT
Dates	01/09/1994 - 31/08/1998
Occupation or position held	JUNIOR COUNSELOR
Main activities and responsibilities	In charge of project-related research activities; general market research; foreign trade and business service development.
Name and address of employer	ROMANIAN FOREIGN TRADE CENTRE - ROMANIAN MINISTRY OF COMMERCE
Type of business or sector	GOVERNMENT
Dates	01/08/1993 - 15/08/1994
Occupation or position held	COUNSELOR
Main activities and responsibilities	Assistance in the field of anti-dumping measures for Romanian companies involved in foreign trade
Name and address of employer	ROMANIAN MINISTRY OF COMMERCE

**EUROPEAN LEVELS - SELF ASSESSMENT GRID**

Type of business or sector GOVERNMENT  
 Dates 01/08/1991 - 31/07/1993  
 Occupation or position held ENGINEER AND HEAD OF MARKETING DEPARTMENT  
 Main activities and responsibilities Technical design and promotion of products in the domestic, as well as in foreign markets  
 Name and address of employer SC FEPER SA  
 Type of business or sector PRIVATE

**Education and training**

Dates 01/10/2008 - 15/02/2010  
 Title of qualification awarded Master degree in project management  
 Principal subjects / occupational skills covered Project management, Evaluation and audit of projects.  
 Name and type of organisation providing education and training SNSPA – Scoala Nationala de Studii Politico – Administrative (National School for Political and Administrative Studies)  
 Level in national or international classification ISCED 5  
 Dates 01/10/2001 - 01/10/2003  
 Title of qualification awarded Executive MBA  
 Principal subjects / occupational skills covered Business, human resources, law  
 Name and type of organisation providing education and training Romanian academy of economics - CNAM Paris (Conservatoire National des Arts et Metiers Paris)  
 Level in national or international classification ISCED 5  
 Title of qualification awarded Engineer (Management Systems)  
 Principal subjects / occupational skills covered Technological Systems; Management Aspects Related To Production (Management Styles, Motivation Theories, Etc.)  
 Name and type of organisation providing education and training Romanian Polytechnics University  
 Level in national or international classification ISCED 4  
 Dates 10/07/2004 - 05/08/2004  
 Title of qualification awarded Expert in Business Development Services  
 Principal subjects / occupational skills covered Business Need Analysis, Designing Adequate Services, Developing Interviews In Relation To Market Surveys  
 Name and type of organisation providing education and training Springfield Center - Durham University - Glasgow  
 Level in national or international classification ISCED 4

**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			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user
B2	Basic User	B2	Basic User	B2	Basic User	B2	Basic User	B2	Basic User

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

Social skills and competences	Good communication skills, competences in making easy business contact, presentation and reporting skills.
Organisational skills and competences	Proper skills in conference and workshop organisation, good prioritisation skills.
Technical skills and competences	Not the case.
Computer skills and competences	Word, Excel, PowerPoint, MS Project. From daily work
Artistic skills and competences	Not the case. Yet, main hobbies include cultural events and art exhibitions visiting.
Other skills and competences	Adaptable to various working environments; working well under pressure; good analytical skills.
<b>Additional Information</b>	References in relation to my activity are available upon request.