

Cătălina BĂLAN

Position:

Human Resource Specialist

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Description of job and tasks involved

Human Resource Specialist

- **Expertise in:**

- drawing up employment contracts, additional documents, employment decisions, promotion, within the term provided by law;
- elaboration, evidence and transmission to ITM of the General Register of employees in electronic format REVISAL;
- preparation and publication procedures organizing contests for vacant positions;
- keeping and archiving personnel documents according to the legislation in force;

Experience in Project Management

I. Experience in Structural Funds Projects:

- Structural Funds Project "BioNanoTech-Suport, Support Centre for Horizon 2020 projects", My SMIS: 107524, Competitiveness Operational Program 2014-2020, Priority Axis 1, Action 1.1.3: Creating synergies with R&D actions of EU Horizon 2020 Framework Program and other R&D international programs, POC/80/1/2, Contract no. 241/27.04.2020, € 630.000 in the position of: *Human Resources Manager - member of the project management team;*
- Structural Funds Project "The "Petru Poni" Macromolecular Chemistry Institute" – Interdisciplinary Pole of intelligent specialization through research-innovation and technological transfer in bio(nano) polymer materials and (eco) technologies - INOMATPOL" (2016-2019), Competitiveness Operational Program 2014-2020, Priority Axis 1, Action 1.1.1 – Large research and development infrastructures, POC-A.1-A.1.1.1-F-2015, Contract no. 142/10.10.2016, 107464 SMIS, €14.000.000 in the position of: *Secretary / monitoring manager - member of the project management team;*
- Structural Funds Project "New porous coordinating polymers with organic ligands of variable dimensions for gas storage", acronym POCPOLIG (2016-2020), Competitiveness Operational Program 2014-2020, electronics P_37_707 / 31.08.2015, competition code POC-A1-A1.1.4-E-2015, 15,840,978 Lei, in the position of: *Human Resources Manager - member of the project management team;*

II. Other Projects

- "Investing in human resources, necessary to ensure the sustainability of rural areas in Iasi County" in the position of: *Coordinator on the campaign of information and awareness – experience in the implementation of outreach / awareness, experience in developing promotional materials, public relations skills*

Education

- 1987-1992: University "Gheorghe Asachi", Faculty of Mechanics, 1987-1992, Engineer / Engineer Diploma, Iași, Romania;
- 2016: Certificate of professional training - Human Resources Manager, Bucharest, Romania;
- 2010: Certificate of professional training - Project management, Kaizen Training & Consulting, Bucharest, Romania;
- 2008: Certificate of professional training - Human Resources Inspector, Smart Training, Bucharest, Romania;

Professional Career

2013-present	“Petru Poni” Institute of Macromolecular Chemistry of the Romanian Academy,	Human Resources Specialist
2012-2013	Foundation for Youth and Women 2012-2013	<ul style="list-style-type: none"> - Coordinator of information and awareness campaign - implementation of information / awareness activities; - elaboration of promotional materials; - public relations.
2005 - 2010	Sc Antonakakis SA, Heraklion, Greece	<ul style="list-style-type: none"> - Mechanical engineer - Technological equipment - monitoring the production process, the necessary material; - drawing up sketches and drawings (2D-3D autocad); - projects; - study of increasing the production and application capacity; - study to increase the working efficiency of existing equipment and application; - managing and supplying the warehouse with materials.
2000-2002	Army Corps 10 (U.M. 01094 - Ministry of National Defence)	<ul style="list-style-type: none"> - Specialized referent – human resources - preparation of employment contracts, completion of work books, records of personnel - civilian employees.personnel records - civilian employees.

Known foreign languages: French, Greek language, English-Basic.

Other mentions:

- communication skills and for teamwork;
- willingness to learn new things.
- skills to organize and achieve the proposed goals;
- ability to make decisions in critical situations.