Europass Curriculum Vitae

Personal information

First name(s) / Surname(s)	**Teodora Narcisa Giurgiu**
Address(es)	39 Bld. Banul Manta, Bl. 30, Ap. 4, Sector 1, Cod Postal 011223, Bucharest, Romania
Telephone(s)	+40 774 638 242
E-mail	teodora_giurgiu@yahoo.com
Nationality	Romanian
Date of birth	21.06.1977
Gender	Female

Work experience

Dates	November 2010 – April 2011
Occupation or position held	Credit Risk Consultant
Main activities and responsibilities	Report to management and liaison with Romanian Authorities concerning matters of risk; Develop internal procedures and manuals to monitor internal departments' activity from the risks' point of view; Investigation, analysis and report of transactions and/or situations with significant or high-risk potential
Name and address of employer	CEC Bank S.A., 11-13 Calea Victoriei, Sector 3, Cod Postal 030022, Bucharest, Romania
Type of business or sector	Banking Sector

Dates	July 2008 – October 2010
Occupation or position held	Compliance and Money Laundering Reporting Officer
Main activities and responsibilities	Liaison with Romanian Authorities and other professional consultants concerning matters of compliance and supervision; Develop internal procedures and manuals to monitor internal departments' activity, as well as carrying out training related to compliance towards the stuff of the bank; Investigation, analysis and report of suspect local and international corporate transactions
Name and address of employer	Emporiki Bank S.A., 40-40Bis Bd-ul Vasile Lascar, Sector 2, Cod Postal 020502, Bucharest, Romania
Type of business or sector	Banking Sector

Dates	November 2005 – June 2008
Occupation or position held	Compliance and Money Laundering Reporting Officer
Main activities and responsibilities	Liaison with Romanian Authorities and other professional consultants concerning matters of compliance and supervision; Develop internal procedures and manuals to monitor internal departments' activity, as well as carrying out training related to compliance towards the stuff of the bank; Investigation, analysis and report of suspect local and international corporate transactions
Name and address of employer	Anglo Romanian Bank Ltd., 3-5 Piata Charles de Gaulle, Cod Postal 011858, Bucharest, Romania
Type of business or sector	Banking Sector

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Dates	July 2003 – October 2005
Occupation or position held	Credit Officer
Main activities and responsibilities	Personal & consumer loans analyst; Provision account & risk evaluation; Personalized corporate client service
Name and address of employer	Raiffeisen Bank S.A., 15 Piata Charles de Gaulle, Sector 1, Cod Postal 011857, Bucharest, Romania
Type of business or sector	Banking Sector
Dates	January 2001 – June 2003
Occupation or position held	Account Executive
Main activities and responsibilities	Managing international transactions for corporate clients; Corporate client service
Name and address of employer	Intesa Sanpaolo Imi Bank S.A., 155 Calea Victoriei, Tronson V, Cod Postal 711021, Bucharest, Romania
Type of business or sector	Banking Sector

Education and training

Dates	October 2017 – present
Title of qualification awarded	PhD student
Principal subjects/occupational skills covered	Literary and Cultural Studies
Name and type of organisation providing education and training	University of Bucharest; Doctoral School in Literary and Cultural Studies
Dates	October 2015 – July 2017
Title of qualification awarded	Master of Arts in Philology
Principal subjects/occupational skills covered	American Cultural Studies
Name and type of organisation providing education and training	University of Bucharest; Faculty of Foreign Languages and Literatures
Dates	October 2011 – September 2014
Title of qualification awarded	Bachelor of Arts in Philology
Principal subjects/occupational skills covered	Foreign Languages and Literatures in English and Spanish
Name and type of organisation providing education and training	University of Bucharest; Faculty of Foreign Languages and Literatures
Dates	February 2013 – June 2013
Title of qualification awarded	Erasmus Scholarship
Principal subjects/occupational skills covered	Foreign Languages and Literatures in Spanish and English
Name and type of organisation providing education and training	Universidad de Salamanca; Facultad de Filología
Dates	2004 – 2006
Title of qualification awarded	Master of Arts in European Public Administration
Principal subjects/occupational skills covered	Management of the Public Function in the European System
Name and type of organisation providing education and training	Academy of Economic Studies Bucharest

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Dates	1996 – 2000
Title of qualification awarded	Bachelor of Arts in Finance and Banking
Principal subjects/occupational skills covered	Western and Romanian Financial Systems
Name and type of organisation providing education and training	Academy of Economic Studies Bucharest

Personal skills and competences

Mother tongue(s): Romanian

Other language(s)

Self-assessment	Understanding				Speaking				Writing	
European level (*)	Listening		Reading		Spoken interaction		Spoken production			
English	C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User
Spanish	C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User

(*) Common European Framework of Reference for Languages

Social skills and competences
- Team spirit;
- Excellent ability to communicate;
- Excellent capacity to adapt to multicultural environments

Organisational skills and competences
- High organizational spirit;
- Creating and keeping deadlines;
- Problem solving and multitasking abilities

Computer skills and competences
- A good capacity and knowledge of using Microsoft Office™ tools (Word™, Excel™ and PowerPoint™)

Artistic skills and competences
- Writing
- Collaboration with Revista cAnayita – http://canayita.usal.es/autores/
- Personal blog, under penname Teo Tales – http://fairyteo.blogspot.ro

Other skills and competences
- Athletics, medium distance running;
- Organising materials and photography for blogs;
- Gardening;
- Traveling;

Driving licence
- B category driving licence

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Additional information	- Volunteer work for the Annual Conference of the English Department, June 2012 - *(M)other Nature? Inscriptions, Locations, Revolutions,* held at the Faculty of Foreign Languages and Literatures, University of Bucharest - Volunteer work for the Conference of the English Department, November 2018 - *The Circulation of Shakespeare's Plays in Europe's Borderland,* held at the Faculty of Foreign Languages and Literatures, University of Bucharest - Participation in multiple national and international academic conferences, with papers on cultural, literary, film adaptation, and feminist topics - Writing articles, printed or to be printed in academic journals, on cultural, literary, film adaptation, and feminist topics - Participation in multiple national and international conferences and summits, with topics varying from pragmatical financial issues to ethical and compliance matters, during my years in the banking system - Member in the Ethics Committee within the Romanian Banking Institute (Institutul Bancar Român), during my years in the banking system
Annexes	-

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