

## PERSONAL INFORMATION

## Naomi Popovici



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## WORK EXPERIENCE

03/06/2017–Present

**Educational Administrator**

Babeş-Bolyai University- Cluj School of Public Health, Cluj-Napoca

Starting with June 2017- took on the coordination of the Master of Public Health program at FSPAC, UBB.

Starting with October 2018 took on the coordination of the Bachelor of Public Health program also.

**Responsibilities:**

Planning of the courses

Schedule updating

Developing the curricula annually

Developing timesheets

Promoting the program

Maintaining the communication with the faculty staff

Maintaining the communication between students and professors

01/06/2018–01/01/2019

**Project manager**

Babeş-Bolyai University- Cluj School of Public Health, Cluj (Romania)

Project: PN-III-P1-1.2-PCCDI-2017-0056

Subproject 4 - EvaSOY - Assessing and improving the knowledge of the Northwest Romanian population regarding soybean products and their impact on health

**Responsibilities:**

Monitoring and Reporting Progress

Developing Schedules

Time Estimating

Cost Estimating

Developing timesheets

Contracting &amp; Subcontracting

Managing the communication between partners

01/08/2017–01/04/2018

**Project manager**

Babeş-Bolyai University- Cluj School of Public Health, Cluj Napoca (Romania)

Project 1:

JAseHN- Joint Action to support the eHealth Network

Project2:

EUnetHTA- European Network for Health Technology Assessment (EUnetHTA) - Joint Action 3

**Responsibilities:**

Monitoring and Reporting Progress

Developing Schedules

Time Estimating

Cost Estimating

Timesheets

10/2016–12/07/2017

**Research technician**

Cluj School of Public Health, Cluj-Napoca (Romania)

Worked on the Quit Together Research project founded through National Institutes of Health.

**Responsibilities:**

Approach subjects and collect data from 3 state-owned gynecology clinics.

01/07/2016–01/10/2016

**Management Intern**

European Health Management Association, Brussels (Belgium)

**Responsibilities:**

- Knowledge sharing, developing contents, strategies and dissemination material: Supporting the EHMA team in different EU Funded projects related knowledge sharing activities. Preparing information contents (e.g. newsletter, leaflets), drafting and implementing dissemination strategies, social media management
- Network Development: Maintaining and developing the extensive networks of the association, through thorough stakeholder analysis and data gathering both at private and EU Institutional levels.
- Administrative and Internal Governance Competences: Support the EHMA team on a wide range of internal processes related to the different activities carried out by the organization (e.g. Events, EU Projects, membership)
- Digital communication and Social media promotion: Wordpress, Twitter, Facebook, LinkedIn, Hootsuite and digital publishing instruments as Canva and Microsoft Publisher.
- EU Funded project management
- Participation in several internal trainings focused on:
  - Website management (Wordpress)
  - Social media platforms (e.g. Hootsuite) management and social media strategy implementation
  - Use of Microsoft Office 365 SharePoint platform
  - Use of Oxford Abstracts web platform
  - Digital Newsletter Web Tools (e.g. Mailchimp)

01/10/2016–30/10/2016

**Intern**

Integrated Data Solutions, Cluj-Napoca

idStoma Project

**Responsibilities:**

Mapping the stomatology clinics in Cluj  
Developing promotional materials  
Developing social media content

25/01/2015–01/07/2016

**Research intern**

Cluj School of Public Health, Cluj (Romania)

Worked on four projects in the Social and Behavioural Health unit:

**Responsibilities:**

MAIA: data management, data validation  
TABLO: online questionnaire development, project dissemination  
PRISM, PERSIST: quantitative data validation, data management

10/2015–12/2015

**Intern**

Cluj School of Public Health, Cluj-Napoca (Romania)  
Global Summer Practicum project

**Responsibilities:**

Website management  
Developing of application forms  
Dissemination

2015–Present

**Volunteer**

TEDx Eroilor  
Volunteer to the 2015-2018 events.

**Responsibilities:**

logistics management

02/2016–09/05/2016

**Volunteer**

Medical Students' Organization, Cluj-Napoca (Romania)

**Responsibilities:**

sponsor seeking  
media promotion  
project dissemination  
reporting progress to the partners

05/2015

**Intern**

" Sfântul Gheorghe" Rehabilitation Hospital, Botosani (Romania)

Participation in the project "Internship AdministrationBT"

**Responsibilities:**

Shadowing the manager

EDUCATION AND TRAINING

2011–2015

"August Treboniu Laurian" National College, Botosani (Romania)

2015–2018

**Bachelor of Arts in Public Health**

Babeş-Bolyai University, Cluj-Napoca (Romania)

2018–Present

**Master of Arts in European Affairs and Program Management**

Babeş-Bolyai University, Cluj-Napoca (Romania)

PERSONAL SKILLS

Mother tongue(s)

Romanian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Cambridge English Level 1 Certificate in ESOL International (First), level B2					
Italian	B1	B1	C1	B1	B1
French	A1	A1	A2	A2	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
[Common European Framework of Reference for Languages](http://www.cedefop.europa.eu/en/etd/12345)

Communication skills

Excellent communication skills gained during working as an educational administrator where I had to maintain the communication between faculty staff, professors and students. Also, while working on national and international projects, my communication skills improved as I had to maintain the communication between partners and the coordinators. Moreover, conducting interviews in college and collecting data through questionnaires while working as a data collector in Gynecology Clinics taught me to interact with people from all social classes.

Good presentation skills and speaking abilities developed by intensively developing and presenting projects for each course at Cluj School of Public Health and also participating at conferences and moderating meetings.

Organisational / managerial skills

Excellent organisational skills gained while administrating the masters and bachelor programs and organising the smooth running of the school years. Moreover, working as a project manager helped me improve time and resource management skills. My organizational skills were improved also by doing data management as an intern in the Social and Behavioural Department of Cluj School of Public Health Research Center.

Leadership experience during course projects and initiatives taken while being part of the students council.

Job-related skills

I can adapt to various situations and prioritize multiple assignments simultaneously.  
 Very good administrative and communication skills.

Interpersonal and relationship building skills developed during collaboration with different teams of people while having interships in different fields of activity.

Creativity proven through organising events and public campaigns during college and also while promoting the study program I administrate.

Effective researching skills proven through work experience in the Cuj School of Public Health Research Center but also while writing grant proposals.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

ECDL Core Certificate

ADDITIONAL INFORMATION

- Certifications** NIH(National Institute of Health) Web-based training course "Protecting Human Research Participants"
- Conferences** Medicalis 2016- Active participant  
Paper: Women's experiences with maternity care in Romania
- Conferences** International Student Conference "Psychosocial Research and Intervention in Contemporary Society – Youth Participation" 2017- Active participant  
Paper: "The burden of paediatric injuries treated in an emergency department".
- Conferences** Transylvanian International Conference in Public Administration 2017  
Paper: Characteristics of women who continue smoking during pregnancy
- Conferences** Second Edition of the International Conference on Non-Communicable Diseases-Cluj-Napoca 2017  
Poster presentation: The Role of Media Coverage in Suicide Prevention in Romania