

## Europass Curriculum Vitae



### Personal information

First name(s) / Surname(s) **TOMA Maria**

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Nationality Romanian

Date of birth 08.12.1970

Gender F

Desired employment /  
Occupational field **University "Valahia", Târgoviste  
Education**

### Work experience

Dates 1. 31.03.2008 – 01.11.2011; 2. 2004 – present ; 3. 2001- 2004; 4. 1998 – 2001

Occupation or position held 1. Scientific secretary of the PhD Department; 2. University Lecturer; 3. University Assistant; 4. Research assistant

Main activities and responsibilities Scientific administration of the research activities within the PhD department; Design and delivery of training courses, elaboration of training manuals; Design and delivery of workshops and seminars, assistance in the preparation and organization of the training courses; Assistance in the preliminary research activities needed for the training courses, preparation of the training materials

Name and address of employer Universitatea "VALAHIA" din Târgoviște, Bd-ul Carol I, Nr. 2, 130024, Târgoviște, Dâmbovița,

Type of business or sector University, research and education

### Education and training

Dates 1.2006-2003 2. 2001-1998 3.1998-1994 4.1989-1985

Title of qualification awarded	1. PhD in accounting / Doctorat en Sciences de Gestion; 2. Postgraduate degree in business development; 3. University degree in Accounting and management systems; 4. School graduate																				
Principal subjects/occupational skills covered	Economic and financial analysis Accounting and cash management Development strategy and measurement of the performances																				
Name and type of organisation providing education and training	University "Valahia" Târgoviste																				
Level in national or international classification	University degree																				
<b>Personal skills and competences</b>																					
Mother tongue(s)	<b>Romanian</b>																				
Other language(s)																					
Self-assessment <i>European level (*)</i>	<table border="1"> <thead> <tr> <th colspan="2">Understanding</th> <th colspan="2">Speaking</th> <th>Writing</th> </tr> <tr> <th>Listening</th> <th>Reading</th> <th>Spoken interaction</th> <th>Spoken production</th> <th></th> </tr> </thead> <tbody> <tr> <td><b>French</b> C1</td> <td>C1</td> <td>C1</td> <td>C1</td> <td>C1</td> </tr> <tr> <td><b>English</b> A2</td> <td>A2</td> <td>A2</td> <td>A2</td> <td>A2</td> </tr> </tbody> </table>	Understanding		Speaking		Writing	Listening	Reading	Spoken interaction	Spoken production		<b>French</b> C1	C1	C1	C1	C1	<b>English</b> A2	A2	A2	A2	A2
Understanding		Speaking		Writing																	
Listening	Reading	Spoken interaction	Spoken production																		
<b>French</b> C1	C1	C1	C1	C1																	
<b>English</b> A2	A2	A2	A2	A2																	
	<i>(*) Common European Framework of Reference for Languages</i>																				
Social skills and competences	Team player, good communication skills																				
Organisational skills and competences	Result-oriented, strategic thinking																				
Technical skills and competences	Training and presentation skills, structured approach, analytical																				
Computer skills and competences	Advanced user-Microsoft Office, Internet																				
Driving licence	B																				
Publications	Author of 4 books and 25 scientific articles																				