

PERSONAL INFORMATION

Elena-Laura Trifan

📍 University POLITEHNICA of Bucharest, Splaiul Independentei 313, 060042-București, România

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✉ laura.trifan@upb.ro

Gender F | Date of Birth 11.01.1968 | Nationality Romanian

WORK EXPERIENCE

2015-present

Assistant Professor Dr. Ing. (Lecturer)

Board member of the Center for Technology and Management Transfer, courses, seminars and laboratories according to the teaching mandate

Faculty for Engineering in Foreign Languages (FILS), German Stream

University POLITEHNICA of Bucharest, Splaiul Independentei 313, 060042-București, România

Business or sector University

2011- 2015

Assistant Professor Dr. Ing. (Lecturer)

Seminars in:

Modelling and System Analysis

Seminar of Micro- and Macroeconomics

Business Informatics

Economic Theory 1, 2

Data collection and processing in the Industry

Cost Management

Faculty for Engineering in Foreign Languages (FILS), German Stream

University POLITEHNICA of Bucharest, Splaiul Independentei 313, 060042-București, România

Business or sector University

2010-2012

Trainer and Instructor for Project Management and Development of Entrepreneurial Competences

Design and execution of participative training courses for entrepreneurs in the POSDRU-Projects **EntrePro** and **eLife – Development of creativity, responsibility and sustainability for Romanian entrepreneurs** at the Chamber of Commerce and Industry of the Maramureș County and at the CCI Alba-Iulia, **for All Consulting and Training, București, and the Association for Development of Female Entrepreneurship - ADAF** Consultancy and Training

2007-2011

Guest Lecturer**Faculty for Engineering in Foreign Languages (FILS), German Stream**

Laboratory for MS Project – Master FILS

Laboratory for Business Informatics – Bachelor FILS

Seminar of Cost Management – Master FILS

University POLITEHNICA of Bucharest, Splaiul Independentei 313, 060042-București, România

Business or sector University

2008-2011 **Assistant to the General Manager, subsequently independent consultant for Romania**

coordination of the administrative team on behalf of the des GM

contract management

organization of internal trainings (Lotus Notes, MS Project)

translation RO-GE, GE-RO (technical, juridical, commercial and press documentation)

PR & communication management – press releases, press kits and press articles, image manager, event organisation („topping out“-ceremony for the West Gate Center - Mall in Craiova) and Ex-post-evaluation (press- and radio-releases and articles, press review)

Scheduling of financial reports

Delta Projektconsult GmbH Wels

Business or sector Architecture, General planning and Construction management

2006-2008 **Office Manager**

Document management

Event organisation (Seminars, Workshops, Conferences) and providing internal Trainings zu Management items: **Creativity Techniques, Time Management, Teambuilding, Project Management.**

Contentmanagement for the Website of the law office

Administrative activities (primary accounting, Cash Management, HR, procurement)

Translations GE/RO, RO/GE (mainly juridical but also business and technical texts)

Stalfort & Someșan Law Office Bucharest

Business or sector Legal, Tax, Audit

2001-2006 **Project Manager**

SME-consultancy for Organising the Romanian exhibition stands at trade fairs and exhibitions in Germany; Launch of a new fair concept in Romania: the SME-service-fair TIMM

Organising of Workshops, Seminars, Conferences

Consultancy for publishing of the SME-catalogues and promotional material (flyers, press kits etc.)

Translations GE/RO, RO/GE and simultaneous and consecutive interpreting

Coordination of the Department for Design and Training for the Development of

Entrepreneurial Skills and for Project Management

Coordination of a project for Social Responsibility in the Textile Industry, including Trainings for some textile companies

Creating press releases, organising press conferences for the respective projects

GIZ – Gesellschaft für Internationale Zusammenarbeit (former GTZ – Gesellschaft für Technische Zusammenarbeit) – German governmental programme for technical cooperation with the Romanian Chamber of Commerce and Industry

Business or sector SME-consultancy on Mezzo-level

2000 **Student Assistant**

Translations RO/GE of the Financial reports for the clients

Teaha Management Consulting

Business or sector Finance. Tax. Audit

1998-1999 **Student Assistant**

Organising Workshops, Seminars, Conferences

Translation and simultaneous and consecutive interpreting

Translation of the German law for the framework law for establishing of the National Agency for Occupation and Vocational Training in Romania

GTZ – Projekt „Occupation and Labor Market Policy”

Business or sector Consultancy for the Ministry for Labor and Social Protection

1993-1996 **Kindergaren Teacher**
 Planning and carrying out of the entire teaching programme in German for children of age 4-6
Kindergarden Nr. 50, Bucharest
Business or sector Preschool

EDUCATION AND TRAINING

2014 **PhD in Engineering** i
 Mechanical Engineering
 University POLITEHNICA of Bucharest

1996-2001 **Department of Engineering, German Stream** i
 Industrial Engineering Degree in Mechanical Engineering
 University POLITEHNICA of Bucharest

2001-2003 **CEFE-Trainer (Competence-based Economy through Formation of Enterprise)** i
 Training of Trainers
 CEFE International

1974-1986 **High School graduation**
 Deutsche Schule Bucharest (Industrial Nr. 34)
 German as native language

PERSONAL SKILLS

Mother tongue Rumänisch

Other languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
German (second language)	C2	C2	C2	C2	C2
English	C1	C1	C1	C1	C1
Korean	A1	A1	A1	A1	A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
 Common European Framework of Reference for Languages

Organisational / managerial skills	Leadership skills (led teams up to 10 persons) Experience in coordination of project teams
Digital skills	MS Office TM (Word, Excel, Power Point, MS Project), Trados CATIA
Other skills	<ul style="list-style-type: none">▪ National licenced Trainer / Instructor▪ National licenced Project Managerin▪ Fluent use of the different language styles: administrativ-juridical, technical, economical; accurate translation GE/RO, RO/GE

ADDITIONAL INFORMATION

Activities	Independent authorised person – CUI F40/4678/24.09.2009 Sworn translator (Ministry of Justice, Authorisation Nr. 27559/25.11.2009) for the German Language Trainer – Cod COR 241205 Preparation work and interpreting for two documentaries of the Bayerische Rundfunk, made in Romania and Republic of Moldova Numerous translation projects in cooperation with the German political foundations etc. Practical stages and und delegation trips in Germany, participation at trainings and conferences in Germany, Austria, Balkan countries and Thailand Founding member of WUS – World University Service - NGO for Youth Training, translator, interpreter and co-trainer in this organisation
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18.11.2022

