



Curriculum Vitae

Informații personale

Nume și prenume **Paraschiv Mihaela**

Naționalitate Română

Data nașterii 8 noiembrie 1982

Domeniu de activitate **Administrație/Relații publice și comunicare**

Experiență profesională

Perioada Decembrie 2020 - prezent

Descrierea postului Director de cabinet

Denumirea și adresa angajatorului Guvernul Romaniei, Cabinetul Prim ministrului

Perioada Noiembrie 2019 – decembrie 2020

Descrierea postului Director de cabinet

Denumirea și adresa angajatorului Ministerul Finantelor Publice, Cabinet Ministru

Perioada Septembrie 2015 – noiembrie 2019

Descrierea postului Coordonator activitate

Denumirea și adresa angajatorului **Senatul României**, Calea 13 Septembrie, nr. 1-3, Sector 5, București, Grupul Parlamentar al Partidului National Liberal

Perioada	Martie 2014 – septembrie 2015
Descrierea postului	Consilier parlamentar
Principalele activități și responsabilități	Cercetare - documentare, tehnică legislativă, traduceri
Denumirea și adresa angajatorului	Senatul României , Calea 13 Septembrie, nr. 1-3, Sector 5, București
Domeniul de activitate	Administrație publică centrală/politică
Perioada	Ianuarie 2013 – martie 2014
Descrierea postului	Consilier al Președintelui Senatului
Principalele activități și responsabilități	Intocmirea materialelor pentru întâlnirile bilaterale/oficiale, traduceri din/în engleză și spaniolă, revista presei internaționale, cercetare-documentare în domeniul relațiilor internaționale
Denumirea și adresa angajatorului	Senatul României , Calea 13 Septembrie, nr. 1-3, Sector 5, București
Domeniul de activitate	Relații internaționale
Perioada	octombrie 2006 – ianuarie 2013
Descrierea postului	Consilier parlamentar
Principalele activități și responsabilități	Cercetare - documentare, tehnică legislativă, traduceri
Denumirea și adresa angajatorului	Senatul României , Calea 13 Septembrie, nr. 1-3, Sector 5, București
Domeniul de activitate	Administrație publică centrală/politică
Perioada	octombrie 2005 - septembrie 2006
Descrierea postului	Voluntar
Principalele activități și responsabilități	Cercetare – documentare, secretariat, traduceri
Denumirea și adresa angajatorului	Senatul României , Calea 13 Septembrie, nr. 1-3, Sector 5, București
Domeniul de activitate	Administrație publică centrală/politică
Perioada	iulie - august 2003
Descrierea postului	Stagiu de practică
Principalele activități și responsabilități	Secretariat, documentare
Denumirea și adresa angajatorului	Ministerul Economiei și Comerțului, București, România Departamentul Comerț Exterior
Domeniul de activitate	Economie/Administrație

Studii	
Perioada	2005 - 2007
Tip diplomă	Masterat
Domeniu	Relații Internaționale/Stiințe politice
Denumirea instituției de învățământ	Universitatea București, Facultatea de Stiințe Politice
Perioada	2001 - 2005
Tip Diplomă	Licență
Domeniu	Relații Internaționale/Studii Europene/Stiințe Politice
Denumirea instituției de învățământ	Universitatea “Babeș-Bolyai”, Cluj Napoca, Facultatea de Relații Internaționale și Studii Europene
	Temă lucrare de licență: <i>“Limitările impuse politicii externe a Pakistanului în contextul conflictului din Kashmir”</i>
Competențe și abilități personale	Capacitate de lucru în condiții de stress, capacitate de muncă în echipă, empatie, bun organizator.
Limba maternă	Româna
Limbi străine	Engleza - avansat Spaniola - avansat Franceza - intermediar Germana - intermediar Ebraica – nivel începător
Competențe și abilități sociale	Comunicativă, sociabilă, tolerantă, empatică, adaptabilă.
Competențe și abilități organizaționale	Organizată, disciplinată, punctuală, capacitate de muncă în condiții de stress, capacitate de muncă în echipă.
Competențe și abilități de utilizare PC	Microsoft Office (Word, Excel, PowerPoint)
Permis de conducere	Categoria B

EUROPEAN LEVELS - SELF ASSESSMENT GRID

		A1	A2	B1	B2	C1	C2
U N D E R S T A N D I N G	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
S P E A K I N G	Spoken Interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken Production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
W R I T I N G	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.