

CURRICULUM VITAE



PERSONAL DETAILS

Name	NECULCEA, Elena
Date of Birth	27/07/1978
Nationality	ROMANIA
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WORK EXPERIENCE

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| • Dates (from - to) | 01/05/2018 – now |
| • Description of the experience | Political administrator – support and advise the Presidency of the Council of the European Union and the Member States in my area of expertise; draft policy and administrative documents; provide policy and procedural assistance in the decision making process of the Council in my field; support the preparation and conduct of meetings of the Council and its preparatory bodies in my area of expertise;. |
| • Domains covered | Home Affaires – Schengen cooperation; interinstitutional relations ; |
| • Assignment | General Secretariat of the Council of the European Union - Directorate General for Justice and Home Affairs – Evaluations in Justice and Home Affairs Unit – Schengen governance – Schengen evaluations |
| • Dates (from - to) | 01/05/2013 – 15/04/2018 |
| • Description of the experience | Head of Sector Publications and Documentation - oversee the creation, production, publication and dissemination of communication products and visual material for external and internal communication; oversee the operational implementation of the Council family visual identity and ensure continuous development and user support; cooperate with other services on the production of publications, maintain contacts with relevant services of other institutions, manage the resources of the sector, including financial and human resources. |
| • Domains covered | Communication, Publications, Documentation |
| • Assignment | General management, Project management, HR management ; Staff Selection and Recruitment |
| • Dates (from - to) | 01/09/2007 - 30/04/2013 |
| • Description of the experience | Translation and revision of policy, legislative and administrative documents in all fields relevant for the work of the Council of the European Union.
Terminology - terminologist in the unit, secondment to Central Terminology & Documentation (support to all units, project coordination) (2010)
Coordination: secondment to the Linguistic Coordination (2011);
Local FADO correspondent (2011-2012)
Local coaching to newcomers, trainees, exchange linguists |
| • Assignment | General Secretariat of the Council of the European Union – Directorate General for Translations – Romanian Language Unit |
| • Dates (from - to) | 01/10/2006 - 30/06/2007 |

• Description of the experience	Teaching Assistant - English seminars for 1st and 2nd year students: teach the seminars, create course material, organize extracurricular activities
• Domains covered	Agriculture, Rural Development, Agricultural Management, General Education and Teaching, Modern Languages
• Name and details of employer	University of Agronomic Sciences and Veterinary Medicine - Faculty of Management, Bucharest, ROMANIA
• Dates (from - to)	10/07/2006 - 24/08/2007
• Description of the experience	Project Editor for coffee table books: plan, oversee production, including managing contacts with translators, proof readers, printing presses, coordinate with Eastern Europe regional headquarters, edit, give pass for press; provide input and collaborate with the marketing and PR departments for the press and sales campaigns.
• Domains covered	Languages : Multilingual Communication, Revision, Translation Literature : Creative Writing, Management : General, Project Management Administration : Staff Selection and Recruitment
• Name and details of employer	Reader`s Digest SRL - Romania, Bucharest, ROMANIA publishing; direct marketing retailer
• Dates (from - to)	01/10/2001 - 09/07/2006
• Description of the experience	- Rights Manager (2001-2003): manage the rights for the portfolio of titles of a publishing house, select new titles, maintain contacts with national and international rights agencies and publishers, negotiate contracts, draw annual royalties reports, maintain promotion records, arrange promotion visits and conferences for authors; - Project Editor (2001-2003): oversee the production of individual titles, including planning, translation, editing, production, plan and contribute to promotion and distribution campaign; - Collection Coordinator (2003-2006): coordinate three collections in the portfolio of a publishing house, with an average of 30 new titles per year, including title selection, planning, overseeing production, managing relations with a pool of translators, proof readers, designers and DTP specialists, plan and oversee promotion campaigns. - Translator (2001-2007): over 30 published translations mostly in domains covering applied psychology, political science and popular science. Among the titles translated: The European Sisyphus, Essays on Europe (1964-1994), Stanley Hoffmann; Between Past and Future: The Revolutions of 1989 and Their Aftermath, S. Antohi, V. Tismaneanu (ed.); A Short History of Nearly Everything, Bill Bryson; Le murmure des fantomes, Boris Cyrulnik; etc.
• Domains covered	Literature, Creative Writing, Political Sciences; Social Studies, Applied Psychology, Business and Human Resource Management, Project Management; Intellectual Property Rights Management
• Name and details of employer	SC Curtea Veche Publishing SRL, Bucharest, ROMANIA Publishing, Training
EDUCATION AND TRAINING	<i>In ascending chronological order. Education</i>
• Date / Duration / Level of training	1997-2002 / 4 Year(s) / University studies
• Name and location of organisation	University of Bucharest - Faculty of Foreign Languages, Bucharest, ROMANIA
• Title of qualification	Bachelor`s Degree in Philology, French major – English minor
• Date / Duration / Level of training	2004 / 2 Year(s) / Post university studies
• Name and location of organisation	SNSPA - Faculty of Communication and Public Relations, Bucharest, ROMANIA
• Title of qualification	Communication and PR – Masters Studies completed without title

•Date / Duration / Level of training	2013 / 4 Year(s) / University studies
•Name and location of organisation	USAMV - School of Management, Bucharest, ROMANIA
•Title of qualification	Bachelors' Degree in economical engineering in agriculture

•Date / Duration / Level of training	2015 / 2 Year(s) / University studies
•Name and location of organisation	USAMV - School of Management, Bucharest, ROMANIA
•Title of qualification	Master's Degree in Rural Development

EDUCATION AND TRAINING

In ascending chronological order. Training Participatory Leadership techniques

•Date / Duration / Level of training	2014 / 3 Day(s);
•Name and location of organisation	European Commission, Brussels, BELGIUM
•Title of qualification	Participatory leadership Introductory Course

•Date / Duration / Level of training	2015/ 2 Day(s);
•Name and location of organisation	European Commission, Brussels, BELGIUM
•Title of qualification	Working towards results - harvesting

•Date / Duration / Level of training	2017/ 2 Day(s);
•Name and location of organisation	European Commission, Brussels, BELGIUM
•Title of qualification	Working with questions

EDUCATION AND TRAINING

In ascending chronological order. Training General Skills

•Date / Duration / Level of training	2010 / 5 days
•Name and location of organisation	University of Vienna and Termnet, Vienna
•Title of qualification	Terminology Summer School

•Date / Duration / Level of training	2010 / 5 days
•Name and location of organisation	United Nations Headquarters in Vienna and Termnet, Vienna
•Title of qualification	Diversity and Global Understanding

•Date / Duration / Level of training	2013 / 3 Day(s);
•Name and location of organisation	Publishing Training Centre, London, UNITED KINGDOM
•Title of qualification	Publishing in the Digital Age

•Date / Duration / Level of training	2014 / 2 Day(s)
•Name and location of organisation	DEMOS, Paris, FRANCE
•Title of qualification	How to use statistics to summarise information and as a tool for decision making

<ul style="list-style-type: none">•Date / Duration / Level of training•Name and location of organisation•Title of qualification	2017/ 1 Day(s); Media Training Infographics		
EDUCATION AND TRAINING	In ascending chronological order. Training Justice and Home Affairs Knowledge		
<ul style="list-style-type: none">•Date / Duration / Level of training•Name and location of organisation•Title of qualification	2018/ 3 days European Public Administration School Brussels EU Law - Justice and Home Affairs		
<ul style="list-style-type: none">•Date / Duration / Level of training•Name and location of organisation•Title of qualification	2019/ 5 days European Commission and Frontex, Malta Schengen evaluators		
<ul style="list-style-type: none">•Date / Duration / Level of training•Name and location of organisation•Title of qualification	2023/ 2 Day(s) Odysseus Network, Brussels, Belgium Quo Vadis: Schengen? – High level Conference on evolution and outlooks of Schengen cooperation		
LANGUAGE KNOWLEDGE AND SKILLS	Acquired in the course of life and career, and not necessarily attested by formal certificates and diplomas		
ROMANIAN (RO)	Main language		
	Spoken	Writing	Reading
ENGLISH (EN)	excellent	excellent	excellent
SPANISH (ES)	excellent	excellent	excellent
FRENCH (FR)	excellent	excellent	excellent
PORTUGUESE	basic	basic	basic
DUTCH (NL)	basic	basic	basic
IT APTITUDE AND SKILLS	LEVEL		
Acquired in the course of life and career but not necessarily attested to by formal certificates and diplomas			
Office tools: MS Word, Excel, PowerPoint, Outlook	Very good		
Office tools: Adobe Acrobat; Photoshop	Very good		
Social media tools: Instagram, X, Facebook, TikTok	Very good		

Videoconferencing environments: Teams, Pexip, Zoom, Webex	Very good
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OTHER INFORMATION