



**Curriculum vitae  
Europass**

**Personal information**

Name **BACTER RAMONA VASILICA**  
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 Fax  
 E-mail ramonabacter@yahoo.com  
 Nationality romanian  
 Data of Birth 14 Iunie 1976  
 Sex female

**Position** SSM Inspector

**Work experience**

Period Position occupied Main activities and responsibilities	01.09.2014 – 01.05.2016 <b>Coordinator of the College of Bihor Legal Advisers</b> ensure the coordination of the specific activities of CCJ Bihor - register and distribute documents within the office - receives the monthly subscriptions of members of CCJ Bihor -participates as a member of the examining boards for trainees
Employers' name and adress	Colegiul Consilierilor Juridici Bihor, str. Gen. Magheru, nr. 13, ap. 5, Oradea
Period Position occupied Main activities and responsibilities	January 2014 - 29 July 2014 <b>Legal Officer Coordinator</b> -Secure the management and coordination of the legal office of the University of Oradea -represents the documents and documents that are recorded in the legal office -the interests of the institution in the courts of law, public authorities and other legal and physical persons in the performance of the duties of the office; -Ensures specialized legal assistance by counseling the staff engaged in education at the University of Oradea -legally advocates the measures taken by the institution's management and the heads of departments within it, as well as any acts of a nature to undertake the patrimonial responsibility of the institution; -Advise, as the case may be, advisory or conform, at the request of management in the field of legal and interpretation of legislation in the field of education and of legislation in general; -take measures for obtaining the enforceable titles and for submitting them to the accounting department; -provides the legal works in the files in the courts; -ensures the legal settlement of letters and notifications addressed to the legal department or those distributed by the management of the unit; -notifies the leadership of the University of Oradea with any violation of the law and proposes measures to enter into legality; -permanently invited by the Board of Directors.
Employers' name and adress Sector of activity	Universitatea din Oradea, str. Universitatii nr.1,410087-Oradea Higher Education; scientific research, doctorate institution
Period Position Main activities and responsibilities	March 2008- to date <b>Head of works</b> - didactic activity and scientific research

<p>Employers' name and address</p> <p>Sector of activity</p>	<p>Course holder: Sanitary veterinary legislation; Law and legislation in animal husbandry; Human resources management; Negotiation techniques and contracts;</p> <p>Teaching and research:</p> <ul style="list-style-type: none"> <li>- attending meetings of the Department's staff</li> <li>- member of the Teaching Council of the Faculty of Environmental Protection</li> <li>- publication of scientific papers in specialized journals</li> <li>- presentation of scientific papers at conferences and symposiums</li> <li>- author of a university-level book</li> <li>- co-author of a pre-university level book.</li> </ul> <p>Universitatea din Oradea, Facultatea de Protectia Mediului; str. General Magheru nr. 26 410048 Oradea</p> <p>Higher Education; scientific research, doctorate institution</p>
<p>Period</p> <p>Position occupied</p> <p>Main activities and responsibilities</p>	<p>September 2004- March 2008</p> <p><b>University assistant</b></p> <ul style="list-style-type: none"> <li>- didactic activity and scientific research</li> </ul> <p>Course holder: Legislation in tourism and agritourism; Sanitary veterinary legislation; Law and legislation in animal husbandry; Agrarian marketing Teaching and research:</p> <ul style="list-style-type: none"> <li>- attending meetings of the Department's staff</li> <li>- member of the Teaching Council of the Faculty of Environmental Protection</li> <li>- publication of scientific papers in specialized journals</li> <li>- presentation of scientific papers at conferences and symposiums</li> <li>- co-author of a university-level book</li> </ul>
<p>Employers' name and address</p> <p>Sector of activity</p>	<p>Universitatea din Oradea, Facultatea de Protectia Mediului; str. General Magheru nr. 26 410048 Oradea</p> <p>Higher Education; scientific research, doctorate institution</p>
<p>Period</p> <p>Position occupied</p> <p>Main activities and responsibilities</p>	<p>April 2008 – June 2012</p> <p><b>Legal Adviser</b></p> <ul style="list-style-type: none"> <li>-represent the interests of the institution and educational establishments before the courts of law, public authorities and other legal and physical persons in the exercise of their functions;</li> <li>-provides specialized legal assistance by counseling the staff employed in education in Bihor County;</li> <li>- legally endorse the action taken by the institution's management and heads of departments under it and any acts likely to commit financial liability of the institution;</li> <li>- giving advice, as appropriate, advisory or according to demand in the business management and legal interpretation of legislation and legislation in general education;</li> <li>- takes measures to obtain the enforceable titles and to transmit them to the accounting department;</li> <li>- draws up legal papers in court files;</li> <li>- ensures the legal settlement of letters and notifications addressed to the legal department or those distributed by the management of the unit;</li> <li>- notifies the ISJ leadership of any violation of the law and proposes measures of legality;</li> <li>- approves and keeps records of retirement, doctoral leave and unpaid leave of the teachers in the county;</li> <li>- ensures the implementation of the provisions of Law no. 52/2001 on decisional transparency in public administration.</li> <li>- ensures the formulation of special points of view for the application of Law no. n544 / 2001 on free access to information of public interest.</li> <li>- member of the Board of Directors.</li> <li>- member of various committees established at ISJ Bihor, with specific tasks (ISJ Discipline College, research, admission, contest, joint commissions, public procurement commissions, etc.) .</li> </ul>
<p>Employers' name and address</p> <p>Sector of activity</p>	<p>Inspectoratul Școlar Județean Bihor; str. Mihai Eminescu nr. 11, 410019, Oradea</p> <p>Pre-university education; legal counseling activity</p>

<p>Period Position occupied Main activities and responsibilities</p>	<p>October 2010-June2012 - <b>Legal Advisor</b> - POSDRU Project "Teacher Training in Mathematics and Science in the Knowledge Society" - advise, as appropriate, on advice or advice, at the request of management in the field of law and interpretation of legislation in the field of education and legislation in general; - endorse all work and procurement contracts concluded within the project</p>
<p>Employers' name and adress Sector of activity</p>	<p>Inspectoratul Școlar Județean Bihor; str. Mihai Eminescu nr. 11, 410019, Oradea Pre-university education; legal counseling activity</p>
<p>Period Position occupid Main activities and responsibilities</p>	<p>October 2010-June2012 - <b>Legal Advisor</b> - POSDRU Project "Educators for Knowledge Society" - advise, as appropriate, on advice or advice, at the request of management in the field of law and interpretation of legislation in the field of education and legislation in general; - endorse all work and procurement contracts concluded within the project</p>
<p>Employers' name and adress Sector of activity</p>	<p>Inspectoratul Școlar Județean Bihor; str. Mihai Eminescu nr. 11, 410019, Oradea Pre-university education; legal counseling activity</p>
<p>Period Position occupied Main activities and responsibilities</p>	<p>November 2007 – May 2009 <b>Legal Advisor</b> - PHARE Project "A School for All" - provides specialized legal assistance - advise, as appropriate, on advice or advice, at the request of management in the field of law and interpretation of legislation in the field of education and legislation in general; - endorse all work and procurement contracts concluded within the project</p>
<p>Employers' name and adress Sector of activity</p>	<p>Inspectoratul Școlar Județean Bihor; str. Mihai Eminescu nr. 11, 410019, Oradea Pre-university education; legal counseling activity</p>
<p>Period Position occupied Main activities and responsibilities</p>	<p>February – August 2008 <b>Member of the project team</b> - Project MECT Children and their rights - provides specialized legal assistance - endorse all work and procurement contracts concluded within the project</p>
<p>Employers' name and adress Sector of activity</p>	<p>Inspectoratul Școlar Județean Bihor; str. Mihai Eminescu nr. 11, 410019, Oradea Pre-university education; legal counseling activity</p>
<p>Period Position occupied Main activities and responsibilities</p>	<p>March – September 2008 <b>Legal Expert</b> - MECT Project "Good Practices in Education for Environmental Protection" - provides specialized legal assistance - endorse all work and procurement contracts concluded within the project</p>
<p>Employers' name and adress Sector of activity</p>	<p>Inspectoratul Școlar Județean Bihor; str. Mihai Eminescu nr. 11, 410019, Oradea Pre-university education; legal counseling activity</p>
<p>Period Position occupied Main activities and responsibilities</p>	<p>June 2008 <b>Member of the project team</b> - Project Bihor County Council "Multiculturalism in Bihor County" - provides specialized legal assistance - endorse all work and procurement contracts concluded within the project</p>
<p>Employers' name and adress Activity sector</p>	<p>Inspectoratul Școlar Județean Bihor; str. Mihai Eminescu nr. 11, 410019, Oradea Pre-university education; legal counseling activity</p>
<p>Period Position occupied Main activities and responsibilities</p>	<p>September 2000- June 2005 <b>Professor</b> - taught subjects: Law and Customs Legislation, Law and Legislation in Transportation; - coordinated specialist practice - developing subjects for graduation exams</p>

Employers' name and adress Activity sector	<ul style="list-style-type: none"> <li>- coordinated bachelor works</li> <li>- participation in meetings of the Chair</li> </ul> Scoala postliceala „Georgiana”, str. Parcului nr 1,tel/ Fx0259417026 Pre-university education, didactic, instructive-educational activity
Period Position occupied Main activities and responsibilities	Septembrie 2003 – martie 2005 <b>Professor</b> <ul style="list-style-type: none"> <li>- taught subjects: Law and legislation; Public Administration Institutions; Commercial correspondence; Enterprise economy</li> <li>- coordinated specialist practice</li> <li>- coordinated exercise firms</li> <li>- prepared pupils for interdisciplinary Olympiads at county and national level</li> <li>- coordinating professional skills certification projects</li> <li>-class master</li> <li>- evaluator in professional competence attestation committees</li> <li>- developing subjects for graduation exams</li> <li>- participation in meetings of the Chair</li> <li>- member of the Economic College Professor's Board</li> </ul>
Employers' name and adress Activity sector	Colegiul Economic „Partenie Cosma”, str Partenie Cosmanr.5, 410003, Oradea Pre-university education, didactic, instructive-educational activity
Period Position occupied Main activities and responsibilities	September 2000 – September 2002 <b>Professor</b> <ul style="list-style-type: none"> <li>- taught subjects: Law and legislation; Public Administration Institutions; Commercial correspondence; Enterprise economy</li> <li>- prepared pupils for interdisciplinary Olympiads at county and national level</li> <li>- coordinating professional skills certification projects</li> <li>- class master</li> <li>- evaluator in professional competence attestation committees</li> <li>- developing subjects for graduation exams</li> <li>- participation in meetings of the Chair</li> <li>- membru în Consiliul Profesorat al Grupului Școlar „Transilvania”</li> </ul>
Employers' name and adress Activity sector	Grup Școlar „Transilvania”, str. Cazaban nr. 48, 410282, Oradea Pre-university education, didactic, instructive-educational activity
<b>Education and Training</b>	
Period Qualification / diploma obtained Principal subjects / occupational skills covered Name and type of education institution / training provider Level in national or international classification	January –February 2015 <b>Assessor of training providers</b>  Sc Jurisrom SRL, str. Gen. Magheru, nr. 13, ap.6, tel/fax 0259469298, Oradea  National
Period Qualification / diploma obtained Principal subjects / occupational skills covered	17 09 2015- 01.10. 2015 <b>trainer of trainers</b> Preparing for training Performing training activities Evaluation of participants in training Applying special training methods and techniques

Name and type of education institution / training provider	Marketing of training Designing training programs Organizing training programs and traineeships Sc Jurisrom SRL, str. Gen. Magheru, nr. 13, ap.6, tel/fax 0259469298, Oradea
Level in national or international classification	National
Period	May-June 2012
Qualification / diploma obtained	<b>Legal Adviser</b>
Principal subjects / occupational skills covered	-interpersonal communication -improving professional training -archiving documents -drafting specific acts
Name and type of education institution / training provider	Sc Jurisrom SRL, str. Gen. Magheru, nr. 13, ap.6, tel/fax 0259469298, Oradea
Level in national or international classification	National
Period	2010-2012
Qualification / diploma obtained	<b>Master's degree</b>
Principal subjects / occupational skills covered	<b>Sustainable - regional and agro - tourism development</b>
Name and type of education institution / training provider	Universitatea din Oradea, Facultatea de Protectia Mediului; str. General Magheru nr. 26 410048 Oradea Higher Education; scientific research, doctorate institution
Perioada	November 2011
Qualification / diploma obtained	<b>HR inspector</b>
Principal subjects / occupational skills covered	-drafting payment states -writing workbooks - promoting staff
Name and type of education institution / training provider	Sc Jurisrom SRL, str. Gen. Magheru, nr. 13, ap.6, tel/fax 0259469298, Oradea
Level in national or international classification	National
Period	November 2010
Qualification / diploma obtained	<b>Competence assessor</b>
Principal subjects / occupational skills covered	- planning and organizing the evaluation, recording and reporting the evaluation results - conducting evaluation, developing evaluation tools, internal and external verification of evaluation processes
Name and type of education institution / training provider	Fundatia Cultural Umanitara Henri Coanda Filiala Timisoara
Level in national or international classification	National
Period	June 2010
Qualification / diploma obtained	<b>Tutor</b>
Principal subjects / occupational skills covered	Interactive communication, mentoring communication – practitioner Maintaining balance within the working group, developing the skills of teaching knowledge and skills training, organizing practical activities
Name and type of education institution / training provider	Fundatia Cultural Umanitara Henri Coanda Filiala Timisoara
Level in national or international classification	National
Perioada	2007-2010

<p>Qualification / diploma obtained Principal subjects / occupational skills covered</p> <p>Name and type of education institution / training provider</p> <p>Level in national or international classification</p>	<p><b>Bachelor's degree</b> <b>Engineering and Management in Public Food and Agrotourism</b></p> <p>Universitatea din Oradea, Facultatea de Protectia Mediului; str. General Magheru nr. 26 410048 Oradea</p> <p>Higher Education; scientific research, doctorate institution</p>
<p>Perioada</p> <p>Qualification / diploma obtained Principal subjects / occupational skills covered</p>	<p>05 02 2010-10 02 2010</p> <p><b>Project Manager</b> Specification of requirements Estimation of resources Programming Providing resources Contract Management Risk identification and control Project team management Manage implementation SC INFO EDUCATIA SRL</p>
<p>Name and type of education institution / training provider</p> <p>Level in national or international classification</p>	<p>National</p>
<p>Perioada</p> <p>Qualification / diploma obtained Principal subjects / occupational skills covered</p>	<p>28 12 2009 – 17 01 2010</p> <p><b>Financial Manager</b> Drawing up the organization's internal policy plan Developing a short-term and long-term financial plan Conducting a procedure for the organization's biget Income and cost analysis within an organization Drawing up budget control reports Evaluation of investment projects Analysis of the management system Efficient planning of the activity in relation to time management elements Team work Effective communication at the organization level SC INFO EDUCATIA SRL</p>
<p>Name and type of education institution / training provider</p> <p>Level in national or international classification</p>	<p>National</p>
<p>Perioada</p> <p>Qualification / diploma obtained Principal subjects / occupational skills covered</p>	<p>11 12 2009- 20 12 2009</p> <p><b>Trainer</b> Preparing for training Performing training activities Evaluation of participants in training Applying special training methods and techniques Marketing of training Designing training programs Organization of training programs and traineeships Evaluate, review and ensure the quality of training programs and traineeships SC INFO EDUCATIA SRL IASI</p>
<p>Name and type of education institution / training provider</p> <p>Level in national or international classification</p>	<p>National</p>
<p>Perioada</p> <p>Qualification / diploma obtained Principal subjects / occupational skills covered</p>	<p>2005-2008</p> <p><b>Doctor in agronomy</b> <b>Fundamental field Management and agro-food marketing</b></p>

Name and type of education institution / training provider	Universitatea de Științe Agricole și Medicină Veterinară „Ion Ionescu de la Brad” Iași,
Level in national or international classification	National
Perioada	March 2008
Qualification / diploma obtained	<b>Certificate of participation - European project "School on borders"</b>
Principal subjects / occupational skills covered	- Implementing projects with European funding
Name and type of education institution / training provider	Education, Audiovisual & Culture Executive Agency, Universitatea din Oradea , Inspectoratul Școlar Județean Bihor
Level in national or international classification	International
Perioada	2003-2005
Qualification / diploma obtained	<b>Master's degree</b>
Principal subjects / occupational skills covered	<b>Educational management; managerial skills, relationship</b>
Name and type of education institution / training provider	Universitatea din Oradea. Departamentul pentru pregătirea și perfecționarea personalului didactic.
Level in national or international classification	National
Perioada	2002
Qualification / diploma obtained	<b>Certificate of completion</b>
Principal subjects / occupational skills covered	Psycho-pedagogy; communication skills, relationship
Name and type of education institution / training provider	Universitatea din Oradea. Departamentul pentru pregătirea și perfecționarea personalului didactic.
Level in national or international classification	National
Perioada	2002
Qualification / diploma obtained	<b>Graduate Diploma Computer Operator</b>
Principal subjects / occupational skills covered	Operating Microsoft Word, Excel, Internet Explorer
Name and type of education institution / training provider	S.C. OKKO SOFT SRL
Level in national or international classification	National
Perioada	1995-2000
Qualification / diploma obtained	<b>Bachelor's degree</b>
Principal subjects / occupational skills covered	Legal Sciences; Right
Name and type of education institution / training provider	Universitatea Europeană I.C. Dragan din Lugoj ; Facultatea de Drept
Level in national or international classification	National
Perioada	1990-1994
Qualification / diploma obtained	<b>High school diploma</b>
Principal subjects / occupational skills covered	Real; Chemistry Biology
Name and type of education institution / training provider	Grup Școlar Chimie Industrială „Sinteza”
Level in national or international classification	National

Personal skills and competences Foreign language (s)											
Auto-evaluation	<b>Understanding</b>				<b>Speaking</b>				<b>Writing</b>		
European level (*)	Listening		Reading		Participate in the conversation		Oral speech		Writing examination		
<b>French</b>	1	4	1	4	1	4	1	4	1	4	
<b>English</b>	2	4	2	4	2	4	2	3	2	3	
	(*) <i>Common European Framework of Reference for Languages</i>										
Social skills and competences	<ul style="list-style-type: none"> <li>- team spirit</li> <li>- participation in national events</li> <li>- member of professional associations in the country</li> <li>- Collaboration with local and national partner institutions</li> <li>- a good communication ability - achieved through experience with students, students, teachers; training courses and seminars.</li> </ul>										
Organisational skills and competences	<ul style="list-style-type: none"> <li>- coordinated specialist practice</li> <li>- coordinated exercise firms</li> <li>- prepared students for interdisciplinary Olympiads at county and national level</li> <li>- managerial skills acquired from the Master in Educational Management</li> </ul>										
Technical skills and competences	<ul style="list-style-type: none"> <li>- elaboration of scientific papers, practical workshops, courses</li> <li>- providing legal advice; -professional training courses</li> <li>- making decisions, legal acts; - acquired through training courses</li> </ul>										
Computer skills and competences	- user knowledge of Word, Excel, Power Point, Internet Explorer; -based after the PC use course										
Artistic skills and competences	- Specialty literature										
Driving license	Driving license category B										
<b>Additional information</b>	Member of professional associations: - Member of the College of Bihor Legal Advisers - I have published 45 papers; of which 3-card author, co-author of 2 books and 32 scientific papers indexed in international databases recognized as BDI, B + and C										

Date,  
14.11.2018

Signature,