

PERSONAL INFORMATION



Radu Dan Trana

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Sex Male | Date of birth 13/11/1981 | Nationality Romanian

JOB APPLIED FOR

Sales and marketing department manager

WORK EXPERIENCE

06/2008–Present

General manager

SC WEB TOTAL PLATFORM SRL, Ramnicu Valcea (Romania)
www.webtotal.ro

Manager IT at WEB TOTAL PLATFORM SRL. Main objectives:

- human resource management at development level
- computer systems design and implementation
- designing and implementing websites
- designing and implementing e-learning platform
- integrated system design and implementation at IFAD Moldova
- design and implementation solutions for document management software and electronic archiving
- designing and implementing e-learning platform at AIPA and Ministry of Agriculture of Moldova

Business or sector Information and communication

11/2005–07/2013

General manager

SC SDASINT SRL, Ramnicu Valcea (Romania)
www.sdasintro.com

IT Manager at SDASINT SRL Ramnicu Valcea. Main objectives:

- computer systems design and implementation
- designing and implementing websites
- designing and implementing e-learning platform
- ICAR European project administrative management
- human resource management at development level

Business or sector Information and communication

10/2004–02/2011

College / university teaching professional

"Spiru Haret" Univeristy, Ramnicu Valcea (Romania)
www.spiruharet.ro

My main objectives were:

- teaching Informational Technology to students
- laboratory informatics management

Business or sector Education

EDUCATION AND TRAINING

- 2005–2007 **Master's Degree, Information Technology** EQF level 5
 Babes-Bolyai University, Cluj-Napoca (Romania)
www.ubbcluj.ro/en/
 Distributed Systems specialization in the Faculty of Mathematics - Informatics, "Babes - Bolyai" University of Cluj-Napoca
- 2000–2004 **Bachelor's Degree, Information Technology** EQF level 4
 Babes-Bolyai University, Cluj-Napoca (Romania)
www.ubbcluj.ro/en/
 Courses of algebra, mathematical analysis, functional analysis, numerical analysis, systems design, object oriented programming, Java programming, PHP programming, UML
- 1996–2000 **High School Diploma, Information Technology** EQF level 3
 "Mircea cel Batran" National College, Ramnicu Valcea (Romania)
www.mircea.unet.ro/indexen.html
 Subjects of general knowledge, mathematics and computer science

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C1	C1	C1	C1
"Babes Bolyai" University - Language Proficiency Certificate A+					

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

Communication skills - Good communications skills gained through my experience as General Manager
 - Good listener to the client needs

Organisational / managerial skills - Leadership (over a team of more than 15 people in the company and about 7 people in development team)
 - Good administrative and managerial skills gained through my experience as General Manager
 - Good human resource management due to my experience as General Manager

Job-related skills - Good sales and marketing skills (over 100 clients added to the portfolio of the companies where i activated)
 - Good training and educational content skills (over the last few years i was involved in the developement of e-learning platforms in 3 major projects)

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

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Digital competences - Self-assessment grid

- Very strong capabilities in using PC and related software
- Advanced skills in using Microsoft Office Suite, Microsoft Windows 7+, any type of internet browser
- Good skills in editing html, php, javascript in Adobe Dreamweaver CS5+
- Good skills in editing photos using Adobe Fireworks CS5+
- Intermediate level in development of websites, B2B and B2C web portals, LMS, web applications based on html, php and javascript
- Intermediate level in using and development of WordPress websites/blogs

Driving licence B

ADDITIONAL INFORMATION

About me

I am available any time from Monday to Friday 09:00 - 19:00 and Saturday if needed between 10:00 to 16:00.

I am currently available to work in any project as Project Manager, Marketing, Sales, Branding, Human Resource as far as my capabilities can perform.

I want to develop a long term collaboration with anybody that is interested in my knowledge.

I seek for companies or fund investors or business angels for implementing and development of a very powerful solution that will simplify the process of employment in the labor market.

From my experience i learn to communicate with people, to speck with clients and to convince them that our solutions or our partners solutions are suitable for their needs.

Interests

Training management, new technologies, humanitarian projects, raising funds for my ideas or partners ideas, communication with people and/or clients for the interests of the company.

Hobby

I like to travel, meet new people, swim.

Opportunities that i am looking for:

- Joining a nonprofit board
- Skills-based volunteering (pro bono consulting)

Causes that i care about: Animal Welfare, Arts and Culture, Children, Civil Rights and Social Action, Education, Health, Disaster and Humanitarian Relief, Science and Technology, Social Services

Summary

Design, development and implementation of information systems, human resource management, sales and marketing activities, the use of computer software for teaching and training.

Experience:

- 7 years experience working with Blackboard eLearning platform in teaching at the "Spiru Haret" University, Ramnicu Valcea, Romania
- 7 years experience in teaching courses related to information technology (including Microsoft Office) at the university level (computer operator, programmer)
- 6 years experience in building eLearning platform using Moodle core, preparation and loading content (especially in the field of informatics, human resources management, marketing) and training activities as IT Manager
- 11 years experience in sales and marketing departments within a company
- Experience in using L & D processes
- Experience in using LMS (learning management system)

- Experience in activity management departments within a company

Projects **European Project in partnership with CNFPPP Rasnov - "Invatamant Continuu Aprofundat pentru Romania"**

Development and implementation of e-learning platform for CNFPPP Rasnov inside the european project ICAR funded with 5.000.000 EUR. The e-learning platform was used by more than 5000 users from CNFPPP locations within Romania for testing their skills.

Romanian Railway Authority - Electronic management system for IDs of drivers

Development and implementation of the management system for IDs of drivers inside Romanian Railway Authority from Bucharest and all its subsidiaries from Romania. The system generate in electronic and physical format the ID for the driver according to romanian laws. Also the system manages all the information needed for internal management and informational flux.

Intervention and payments agency in agriculture of Republic of Moldova - Integrated system

Development and implementation of AIPA portal, AIPA e-learning platform for internal operational employees training and AIPA document management. The project was funded by the World Bank of America.

Consolidated Programmes Implementation IFAD (UCIP-IFAD) of Republic of Moldova - Integrated system

Development and implementation of the integrated system for the International Fund for Agricultural Development (IFAD) of the Republic of Moldova. The system includes also module for document management, e-archive and it is compliant with the moldovian laws. The project was funded by the International Fund for Agricultural Development (IFAD) corporation. The project main goal is to be implemented in all of the IFAD's locations all over the world (more than 100).

Development of custom projects: websites, eshops, B2B and B2C portals with or without LMS functionality.

Certifications "Babes Bolyai" University, Cluj-Napoca, Romania - **Language Proficiency Certificate A+ (english)**

"Babes Bolyai" University, Cluj-Napoca, Romania - **Pedagogy / psychology teaching certificate (university / college level)**

Bachelor's Degree in "Management Information Systems" at "Spiru Haret" University, Ramnicu Valcea, Romania

Master's Degree in "Computer economic" at "Spiru Haret" University, Ramnicu Valcea, Romania

Publications Trană Dan Mircea, Trană Radu Dan, Belgun Gheorghe: Bazele informaticii de gestiune. Tehnoredactare computerizată documente contabile, Editura Sitech, Craiova, 2010 (ISBN 978-606-11-0718- 6), 327 pag.

Dan Mircea Trană, Radu Dan Trană: Informatică economică, 3 vol., (coautor cu Radu Dan Trană), Editura Sitech Craiova, 2008, ISBN 978-606-530- 056-9, 584 pag.

Dan Mircea Trană, Radu Trană: Managementul organizației în contextul trecerii la economia bazată pe cunoștințe, în volumul Economie și învățământ pentru o societate a cunoașterii, Editura Sitech, Craiova, 2010, ISBN 978-606- 11-0834- 3

Dan Mircea Trană, Radu Trană: Trăsături definitorii ale Facultății de Contabilitate și Finanțe Râmnicu Vâlcea și ale managementului său în condițiile unei societăți bazate pe cunoștințe, în volumul

Economie și învățământ pentru o societate a cunoașterii, Editura Sitech, Craiova, 2010, ISBN 978-606- 11-0834- 3

Dan Mircea Trană, Radu Trană: Sistem informatic integrat pentru evidenta personal si calcul salarial – componenta a managementului resurselor umane, în volumul Economie și învățământ pentru o societate a cunoașterii, Editura Sitech, Craiova, 2010, ISBN 978-606- 11-0834- 3

Dan Mircea Trană, Radu Trană: Modalități de abordare a proiectării sistemelor informatice de gestiune integrate în volumul Domeniul financiar-contabil în contextul economiei bazate pe cunoștințe, pag. 36-39, Editura Sitech Craiova, 2009, ISBN 978-606- 530-171-9

Dan Mircea Trană, Radu Trană: Utilizarea Microsoft Excel în activitățile de birotică și didactice, în volumul Domeniul financiar-contabil în contextul economiei bazate pe cunoștințe, pag. 36-39, Editura Sitech Craiova, 2008, ISBN 978-606- 530-171- 9

Dan Mircea Trană, Radu Trană: E-Gouvernement and Information Systems developement in the Public sector în revista Economics, Management, and Financial Markets, volume 3, number 2, pag. 85-91, June 2008, Editura Dembridge Press, New York, ISSN 1842-3191

Dan Mircea Trană, Radu Dan Trană: Generarea de documente complexe utilizând XML, în volumul Probleme teoretice și practice ale economiei și învățământului într-o societate informatizată, pag. 21-33, Editura Sitech Craiova, 2008, ISBN 978-973- 746-733- 1

Dan Mircea Trană, Radu Dan Trană: Utilizarea fișierelor în limbajele de programare Turbo Pascal și Visual Basic, în volumul Probleme teoretice și practice ale economiei și învățământului într-o societate informatizată, pag. 33-45, Editura Sitech Craiova, 2008, ISBN 978-973- 746-733- 1

Dan Mircea Trană, Radu Dan Trană: Introducere în limbajul de programare Turbo Prolog. Stocarea și exploatarea bazelor de cunoștințe în volumul Economia românească în perspectiva aderării la Uniunea Europeană, pag. 5-15, Editura Sitech Craiova, 2006, ISBN 973-746- 419-2, ISBN 978-973-746-419- 4

Dan Mircea Trană, Radu dan Trană: Modelarea conceptuală a datelor în proiectarea sistemelor informatice de gestiune, în volumul Economia românească în perspectiva aderării la Uniunea Europeană, pag. 16-29, Editura Sitech Craiova, 2006, ISBN 973-746- 419-2, ISBN 978-973- 746-419- 4

Dan Mircea Trană, Radu Dan Trană: Abordarea obiectuală a proiectării sistemelor informatice de gestiune, în volumul Probleme teoretice și practice ale economiei în perioada premergătoare aderării României la Uniunea Europeană, pag. 216-222, Editura Sitech Craiova, 2005, ISBN 973-731- 247-3

Dan Mircea Trană, Radu Dan Trană: Proiectarea de soft educațional. Experimentul constatativ și informativ relativ la utilizarea produsului program Pascal pas-cu- pas, în volumul Probleme teoretice și practice ale economiei în perioada premergătoare aderării României la Uniunea Europeană, pg. 216-233, Editura Sitech Craiova, 2005, ISBN 973-731- 247-3

Radu Dan Trana

Mother tongue(s)
Romanian

Other language(s)
English

English				
Self-assessment of language skills				
UNDERSTANDING		SPEAKING		WRITING
 Listening	 Reading	 Spoken interaction	 Spoken production	 Writing
C2 Proficient user	C1 Proficient user	C1 Proficient user	C1 Proficient user	C1 Proficient user
Certificates and diplomas				
Title	Awarding body	Date	Level*	
"Babes Bolyai" University - Language Proficiency Certificate A+	Language Institute of "Babes Bolyai" University	08/2004	C1	
Linguistic and intercultural experience				
Description		Duration		
Using languages at work: Sales activities for abroad clients.		05–Present		

* Indicate level of the Common European Framework of Reference (CEFR) if specified on certificate or diploma.
The Europass Language Passport is part of the European Language Portfolio developed by the Council of Europe (www.coe.int/portfolio).

Common European Framework of Reference for Languages - Self-assessment grid

		A1 Basic User	A2 Basic User	B1 Independent user	B2 Independent user	C1 Proficient user	C2 Proficient user
Understanding	 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.
Speaking	 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.
Writing	 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.

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