

PERSONAL INFORMATION

Mihnea-Mihail Florea

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Sex Male | Date of birth 27/07/1988 | Nationality Romanian

WORK EXPERIENCE

21 Jun 12 **Communications & Public Relations Assistant**

Federația Organizația Națională a Persoanelor cu Dizabilități din România – ONPHR

www.onphr.ro

The position involves work in two areas: general activities benefiting the organization and work within EU-funded projects.

General activities include: maintaining contact with national and international organizations, identification of new funding opportunities and partnerships, support in promoting at a national level the image and values of the organization, as well as day-to-day website maintenance and ensuring social media presence.

Within the EU-funded projects, tasks include support in identifying employers of people with disabilities and in setting up social economy structures (mainly associations and cooperatives), coordinating the set-up of two social economy resource portals, coordinating 10 EU study-visits, ensuring national and international cooperation with networks and similar organizations, support in counseling of people with disabilities, , as well as ensuring technical support regarding visual identity, dissemination and publicity of the ongoing projects. These tasks are ensured within 3 projects financed by the European Social Fund (POS DRU/84/6.1/S/ 56705, POS DRU/84/6.1/S/ 57994 and POS DRU/84/6.2/S/ 64251) In addition, occasional tasks include: support for the "Orasul tuturor" project (first accessibility map in Romania) and support for "The history for you and me" project (Grundtvig project; ID: 2012-1-LV1-GRU06-03576-5).

Business or sector National umbrella organisation for disabled people' organisations

24 Aug 11 – 20 Jun 12 **Administrative secretary**

Fundația Culturală Delta

deltaf.org

The position consisted in tasks within a European Social Fund project (POS DRU/91/2.2/S/63328) focusing on youth with disabilities. Tasks included:

- Working with and documents developed by the Managing Authority and the National Disability Agency (Instructions, standardized forms, etc.)
- Developing and verifying the conformity of internal and external (notifications, legal addendum to the financing contract, activity reports, technical reports)
- Monthly activity planing and motorization

Business or sector Integration of vulnerable groups

1 Feb 11 – 1 Sep 11 **Organisational development Manager (non-lucrative position)**

Asociația Spartacus, Bucharest (Romania)

The position included tasks focusing on revitalizing an inactive NGO. These included:

- Developing annual action plans

- Maintaining communication with similar or complementary organisations
- Identification of potential projects and partners
- Selection of unpaid staff

22 Oct 10 – 1 Dec 10

Intern (non-lucrative position)

Administrative work within the "Project Selection and Contrating Department" of a European Social Fund Managing Authority. The position included tasks such as:

- managing internal documents, in accordance with the internal procedures
- support in receiving and managing project proposals
- support in writing and transmitting results of the selection stage
- day-to-day administrative tasks

01 September 2008 – 15 April 2010

Head of Projects Department (non-lucrative position)

Asociatia BISMUN,
unya.ro

The position focused on the developing, financing and managing of the first three editions of the Model United Nations in Romania.

In addition, the position also included:

- Developing annual expansion strategies
- Project writing
- Coordinating several teams in both national and international projects
- Participation within the association's Board

Business or sector Youth empowerment, international relations

15 Apr 09 – 15 Apr 10

Research Coordinator - "Clean Drinking Water" Team (non-lucrative position)

Making Commitments Matter,

The position involved coordinating a small team of students in researching and managing UN documents regarding "clean drinking water". Other tasks included: working understanding of UN documents and their provisions, research writing, attracting qualified volunteers and managing trainings and overall documentation management.

In addition, the position also involved managing relations with the Geneva HQ regarding the national team's progress and providing reports and evaluations.

Business or sector UN Research

01 December 2005 – 01 July 2008

Volunteer Coordinator (non-lucrative position)

Fundatia "Pro Patrimonio"/Romanian Order of Architects,

Occasional support offered in designing and managing several community projects, as well as developing and managing a team of volunteers. Main projects are:

- "Patrimonia Inovation" Forum (held by the Presidency of Romania, the forum focused on restoration and protection of built historical heritage)
- Art Delivery (3 day community building event in Bucharest focusing on the need to protect and reintegrate historical heritage building)
- Street Delivery - 2007 (the re-branded event that has lasted to the present day)
- Street Delivery - 2008

Business or sector Community building

EDUCATION AND TRAINING

01/10/2007 – 15/05/2010

B.A. in Political Science - English section

University of Bucharest,

Degree: "Civil Society Implication in the Public Policy Process in the field of Historical Built Patrimony"

01 March – 01 June

Management Abilities

National School for Administrative and Political Sciences - SNSPA

01 February 2013 – 01 March 2013

Human Resources Specialist

15 Feb 12

Social worker

CENTRAS,

CNFPA

20 Nov 11 – 20 Dec 11

Trainer

R4 Consultancy

20 May 10 – 21 May 10

Participant at the "From Information towards Partnership" Course

Institutul Roman de Training,

Analysis of the legal framework in the field of transparency and active participation of civil society in the public policy sector.

28 Oct 09 – 1 Dec 09

Project Management (CNFPA)

CRSUEE (Centrul de Resurse Socio-Umane si Educatie Europeana),

CNFPA, nivel I

PERSONAL SKILLS

Mother tongue(s)

Romana

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Engleza	C2	C2	C1	C2	B2
French	B1	B1	A2	A2	A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](http://europa.europa.eu/education/policies/education/other/european_framework_of_reference_for_languages/)

Communication skills

Organisational / managerial skills

Computer skills Working knowledge of Office package (especially MS Word and MS Excel), some knowledge of Wordpress.
Basic skills in image manipulation.