



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Onica Viorel Ciprian**
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E-mail ciprian.onica@gmail.com
Nationality Romanian
Date of birth 08.07.1969
Gender male

Desired employment / Occupational field **ASSISTANTS (AST 3) INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

Work experience

Dates June 2001-present
Occupation or position held Marketing and IT Department Coordinator
Main activities and responsibilities System Software engeenier; Marketing coordinator
Name and address of employer INC DIE ICPE-CA , Splaiul Unirii 313 sector 3 Bucharest , Romania
Type of business or sector National Research Institute

Education and training

Dates 2010
Title of qualification awarded System Software engeenier
Principal subjects/occupational skills covered Windows & Office tools
 Microsoft desktop operating systems installation Advanced
 MS Windows 2008 Server Intermediate
 End-user support skills (MS Windows XP, MS Office) Advanced
 Web programming & development
 Front page Advanced
 WYSIWYG Web Builder 6 Intermediate
 Web Page Maker Intermediate
 Operating systems, Networking & Hardware
 Hardware & software troubleshooting skills Advanced
 Managing network infrastructure and related device Advanced
Name and type of organisation providing education and training ProManagement Training Center
Level in national or international classification cod COR 213905
Dates 1990-1997
Title of qualification awarded Material egineer
Principal subjects/occupational skills covered **Metal Casting**
 welding materials
Name and type of organisation providing education and training Politehcnical University of Bucharest

Level in national or international classification | Diplomat Engineer

Personal skills and competences

Mother tongue(s) | **Romanian**

Other language(s)

Self-assessment
European level ()*

English

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient User	C1	Proficient User	C1	Proficient User	C1	Proficient User	C1	Proficient User
A2	Basic User	A2	Basic User	A2	Basic User	A2	Basic User	A2	Basic User

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences | good ability to adapt to multicultural environments, gained though my work experience abroad; good communication skills gained through my experience.

Organisational skills and competences | Strong organizational skills with attention to detail. Able to analyze various business reports for trend analysis and strategic planning purposes. Excellent abilities at coordinating and scheduling interoffice meetings and presentations.

Technical skills and competences | good command of quality control processes"

Computer skills and competences | Windows & Office tools
 Microsoft desktop operating systems installation Advanced
 MS Windows 2008 Server Intermediate
 End-user support skills (MS Windows XP, MS Office) Advanced
 Web programming & development
 Front page Advanced
 WYSIWYG Web Builder 6 Intermediate
 Web Page Maker Intermediate
 Operating systems, Networking & Hardware
 Hardware & software troubleshooting skills Advanced
 Managing network infrastructure and related device Advanced

Artistic skills and competences | music, writing, design

Other skills and competences | Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Driving licence | Category B

Additional information | Certificate in First Aid

Annexes | List any items attached. (Remove heading if not relevant, see instructions)