



## Europass Curriculum Vitae

### Personal information

Surname/ First names **SZASZ, Reka Eva**  
Address Sfantu Gheorghe, Romania  
Telephone(s) +40 267 327395,  
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Nationality Hungarian

Date of birth 28.08.1975

Gender Female

### Work experience

Dates 04/2007- prezent

Occupation or position held Economist

Main activities and responsibilities Financial- accountably (invoicing, payments, relation whit bank)  
Secretarial activities  
Maintaining relations whit the incubator clients  
Organizing events  
Identifying new potential clients  
Creation of business cooperation profiles  
Promotion of the incubator and their services

Name and address of employer National Institute for Research and Development in Electrical Engineering ICPE-CA  
Splaiul Unirii 313, RO Bucuresti  
Sfantu Gheorghe Branch,  
Street Presei no4,  
RO 520064 Sf.Gheorghe

Type of business or sector Research and Development

Dates 2004-2007

Occupation or position held Office man

Main activities and responsibilities - primary accountability;  
- keeping evidence of stocks;

Name and address of employer SC Tomis SRL, Sfantu Gheorghe, Romania

Type of business or sector Whole sale

Dates 1997-2002

Occupation or position held Secretary

Main activities and responsibilities -secretary activities:  
-receiving sending mail;  
-checking writing documents;  
-receiving phone calls;  
-maintaining relations whit clients;

Name and address of employer SC Sandimpex SRL, Sfantu Gheorghe, Romania

Type of business or sector Manufacture of sport equipments

## Education and training

Dates	2001 - 2006
Title of qualification awarded	Diploma Accountancy and administrative data processing
Principal subjects/occupational skills covered	Accountancy and administrative data processing
Name and type of organization providing education and training	George Baritiu University Brasov, Faculty of Economical Studies
Dates	2006-2008
Title of qualification awarded	Master
Principal subjects/occupational skills covered	Organization Management
Name and type of organization providing education and training	Lucian Blaga University Sibiu, Romania
Dates	1993-1996
Title of qualification awarded	Dental technician
Principal subjects/occupational skills covered	Basics of dental techniques
Name and type of organization providing education and training	School Victor Babes, Bucharest, Romania
Dates	1989-1993
Title of qualification awarded	Bachelor degree
Principal subjects/occupational skills covered	Chemistry-Biology
Name and type of organization providing education and training	Theoretical High School Szekely Miko, Sfantu Gheorghe, Romania

## Personal skills and competences

Mother tongues Hungarian , Romanian

Other languages

Self-assessment

*European level (\*)*

**English**

**German**

	Understanding		Speaking				Writing	
	Listening	Reading	Spoken interaction		Spoken production			
C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user	
C2 Proficient user	C2 Proficient user	C2 Proficient user	B1 Independent user	B1 Independent user	B1 Independent user	C2 Proficient user	C2 Proficient user	

(\*) *Common European Framework of Reference for Languages*

Computer skills and competences MS Office

Other skills and competences    Adaptability, Capacity to work in team, flexibility

Trainings:

- Manager in quality. Organized by Romanian Electrotechnical Committee, course duration 80 hours, November 2010, Bucharest
- Basic of accountability course , organization Euro center Amoba, Sfantu Gheorghe , 148 hours, September 2008.
- Mediator training course, Organized by Fundatia pentru Schimbari Democratice, 80 hours, Junie 2013.

Team member in projects:

- "Bisnet Transylvania" Competitiveness and Innovation Framework Programme, 2008-2018; The Bisnet Transylvania project represent an European project which is formed from seven partner organization which are offering specialized consultancies services for SME's from Romania in the frame of Enterprise Europe Network in order to support them to access the European market.
- " Model and Informatics program for the analyst of regional competitiveness", 2008-2011 financed trough national research program
- "Institutional construction of a Technological and Business Incubator", INFRATECH program 2006-2007. The main goal of the project was to realize a Technological an Business Incubator whit a capacity for 10 SME's in order to facilitate their development in their first 3 years. The Technological and Business Incubator was realized at a branch of the Institute which is located in Sfantu Gheorghe (RO) by caring out renovation of the buildings and endowment whit equipments.

Driving license    B

Hobby    agricultural, truism, skiing, cycling,