

PERSONAL INFORMATION

Livia Musteata



 4, Auggener Weg, Freiburg , 79114, Germany

 +49178256619

 liviamusteata22@gmail.com

Sex F | Date of birth 16/06/1994 | Nationality Moldovan

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR
PERSONAL STATEMENT

WORK EXPERIENCE

September 2019 - June 2022

Romanian and English languages teacher

“Stepan Curoglo” Gymnasium, Comrat, Republic of Moldova

- Organising, planning and delivering lectures for the students;
- Preparing course work and classroom material;
- Evaluate assignments and class work of students;
- Classroom management.

June 2018-April 2022

Project Coordinator (European Solidarity Corps)

“Miras-Moldova” Public Association

Comrat, Republic of Moldova

- Manage project - related paperwork;
- Direct project correspondences by preparing project proposals, staff meetings and emails;
- Supervise current projects and coordinate all team members;
- Monitoring project budget and organisation expenses.
- Organising youth mobility.

February 2017-September 2019

Office worker

Comrat State University, Comrat, Republic of Moldova

- Manage daily office operations;..
- Serve as office secretary, organising files, answering phones, organise incoming mail and invoices;
- Utilise exceptional administrative, interpersonal and communication skills for various companies as a office worker;
- Perform technical support for office computers and internet connectivity issues;
- Making the university lectures schedule.

EDUCATION AND TRAINING

- September 2019- June 2021 "Dunarea de Jos" University
Galati, Romania
Master degree in Philology
"Romanian Language. Identity and cultural opening" Program
- September 2017-June 2019 Comrat State University
Comrat, Republic of Moldova
Master Degree, Education Science
"Actual problems in Linguistics and Romanian Language" Program
- September 2013-June 2017 Comrat State University
Comrat, Republic of Moldova
Bachelor Degree, Education Science
Teacher of Romanian and English Languages
- September 2009-June 2013 "Iulia Hasdeu" College
Cahul, Republic of Moldova
Social Assistance
- September 2000- June 2009 Haragis Gymnasium
Haragis, Republic of Moldova

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Russian	C2	C2	C2	C2	C2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

- Communication skills
 - Active listening
 - Friendliness
 - Volume and clarity
 - Sharing Feedback
 - Empathy
 - Respect
 - Responsiveness
- Organisational / managerial skills
 - Leadership
 - Time management
 - Self-motivation
 - Attention to detail
 - Decision making
 - Planning

Digital skills

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

Levels: Basic user - Independent user - Proficient user
[Digital competences](#) - [Self-assessment grid](#)

- good command of office suite (word processor, spread sheet, presentation software)
- good command of photo editing software

ADDITIONAL INFORMATION

er

Trainings and Seminars

“Youth on Board” training (Mobility of youth workers, Erasmus+), 18.11.2018 - 23.11.2018, Polanica Zdroj, Poland

“Digital Youth World” training (Mobility of youth workers, Erasmus +), 08.06.2019 - 14.06.2019, Mtskheta, Georgia

ANNEXES

- Youthpass Certificates
- Master Degree Diploma