

## PERSONAL INFORMATION

### Adina-Roxana IORDACHE-MUNTEANU



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Romania

## PROFESIONAL EXPERIENCE

September 2024 - present

### Lecturer @ UNESCO Chair – Engineering for Society

Universitatea Națională de Știință și Tehnologie POLITEHNICA București (upb.ro)

- Teaching activities for master's programs in English
- Updating the study programs (program manager)
- Scientific research and publishing
- Researcher profile
  - Orchid 0000-0002-3045-2505
  - Clarivate J-7151-2015
  - G Scholar JiptgCAAAAAJ
  - Brainmap U-2500-072E-3019
- *Skills: Communication, Microsoft Office, Project Management;*

**Type or sector of activity:** Higher Education

February 2024 – September 2025

### Researcher AVIONIC Project (2022-1-RO01-KA220-HED-000086424)

Universitatea Națională de Știință și Tehnologie POLITEHNICA București (upb.ro)

- Various research activities to improve master's programs
- Elaboration of activity reports and various project documentation
- *Skills: project management, planning & coordination, communication, scientific research, reporting; Microsoft Office*
- *Skills: Training, Communication, Microsoft Office, Project Management; Camtasia*

**Type or sector of activity:** Higher Education

August 2015 - December 2024

### Chief Editor

Fundația Română pentru Inteligența Afacerii (SeaOpenResearch.com)

- Organizing scientific conferences and events
- Manage the relationship with the authors
- Review of scientific articles
- *Skills: Research, Review, Microsoft Office, Project Management*

**Type or sector of activity:** Publishing

April 2023 – September 2024

### Senior Trainer

Munteanu Consulting SRL

- Workshop and training development, designing the learning experience for clients
- Conducting assessments of the skill levels, knowledge, and training needs of the employees
- Organizing, delivering, monitoring, and evaluating the training/ workshop
- Areas of expertise for training delivery:
  - Accounting Fundamentals
  - Decision-making & Communication
  - Performance Management

- Project Management
  - Quality Management Tools & Methods
  - *Skills: Training, Communication, Microsoft Office, Project Management; Camtasia*
- Type or sector of activity: Consulting

March 2021 – April 2023

**Internal Control Manager**

DB Schenker GSB Bucharest SRL ([www.dbschenker.com](http://www.dbschenker.com))

- Collect and analyze data to detect deficient controls, duplicate effort, fraud, non-compliance with laws, regulations, and management policies
- Review work instructions from a risk management perspective, ensuring harmonized risk and compliance standard are incorporated
- Risk assessment and control testing (design and operating effectiveness); track control execution progress;
- Conduct quality reviews and ICS health checks; Track the remediation of detected ICS weaknesses;
- Coordinate, plan, structure internal audits / controls for compliance
- Ensure and coordinate comprehensive communication between stakeholders
- Improve protection by recommending changes in management monitoring
- Provide input for Business Continuity Plan, document & train as per provisions
- Train on Internal Control System and control execution, Risk Assessment, Root Cause Analysis- Root Cause Corrective Action
- *Skills: Risk Assessment, Project Management, Functional Training, Communication, Microsoft Office*

Type or sector of activity: Accounting (SSC)

March 2020 – March 2021

**Project Manager**

M&B Operativ Consulting SRL

- Project management activities for automation initiatives for financial reporting
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Develop a detailed project plan to monitor and track progress
- Perform risk management to minimize project risks
- Create and maintain comprehensive project documentation
- Constant assessment and development of continuous improvement measures
- Prepare new projects

*Skills: Project Management, Communication, Microsoft Office, VBA for Excel*

Type or sector of activity: Financial Reporting

August 2019 – March 2020

**Functional Trainer GL/ FA**

DB Schenker

- Functional training and development need within the department
- Conducting assessments of the skill levels, knowledge, and training needs of the employees
- Creating & updating the training materials & workshops
- Setting up the functional training activities (consolidating, tracking)
- Optimizing and coordinating an effective onboarding functional training program
- Responsible for knowledge management
- Organizing, delivering, monitoring, and evaluating the training and workshop (incl. preparation/ finalization/ maintenance of training material) in collaboration with functional stakeholders
- *Skills: Functional Training, Communication, Microsoft Office, Project Management; Camtasia*

Type or sector of activity: Accounting (SSC)

- February 2019 – August 2019** **Financial Administrator – Program responsible**  
University POLITEHNICA of Bucharest
- Involved in various research activities to improve master programs
  - Draft the activity reports & miscellaneous project documentation
  - Design and implements projects to attract funds through partnerships with the business environment, Planning, monitoring, development, and implementation of projects within the UNESCO Department.
  - Monitor, manage, evaluate project revenues and expenses to ensure project efficiency.
  - Identify the needs of the department to achieve optimal performance in implement training programs and provide the necessary support.
  - Identify the training courses and determines the possibility and manner of organizing the courses training to meet the department's objectives.
- Skills: Project Management, Coordination, Planning, Communication, Microsoft Office; Moodle*  
**Type or sector of activity:** Higher education
- November 2018 – June 2021** **Scientific Researcher on Knowledge Alliance in Air Transport (KAAT) (Erasmus+ 588060-EPP-1-2017-1-RO-EPPKA2-KA)**  
University POLITEHNICA of Bucharest
- Various research activities to improve master programs
  - Draft the activity reports & miscellaneous project documentation
- Skills: Project Management, Coordination, Planning, Communication, Research, Microsoft Office*  
**Type or sector of activity:** R&D in higher education
- November 2017 – July 2018** **Area Performance Controller**  
(Adecco for) General Electric International Inc. Wilmington- Sucursala Romania – Bucharest (www.ge.com)
- Controlling of the budget of the wind parks in Romania
  - Analysis of business performance
  - Management accounting & reporting
  - Advanced excel based reporting
- Skills: Management accounting; Management reporting; Microsoft Office, VBA for Excel*  
**Type or sector of activity:** Renewable energy: Wind
- July 2013 – October 2017** **Business Consultant**  
Munteanu Consulting SRL – Constanta
- Project based business and management consulting for small and medium companies
  - Project management activities – both in company and for clients
  - Financial and accounting reporting – as part of project controlling
  - Market studies and business development strategies
  - Training Activities: *Project Management, Project Manager, Sales, Marketing Strategies; Strategic Management (BSC); Microsoft Excel, Microsoft PowerPoint; Programming in VBA;*
  - *Skills: Business Analysis, Data Analysis; Negotiating, Strategy, Management consulting, Project Management, Training, SPSS, STATA, Microsoft Office*
- Type or sector of activity:** Business consulting
- May 2011 – February 2015** **Consultant**  
Contrast Management Consulting & Training SRL - Bucharest ( currently part of EY www.ey.com)
- Various project management activities
  - Implementing a Green Accounting System (Environmental Management Accounting)
  - Process optimization
  - Creation and monitoring of KPIs (Balanced Score Card)

- Training Activities: *Project Management, Strategic Management (BSC); Microsoft Excel, Microsoft PowerPoint, Environmental Management Accounting,*
- Skills: *Project management, Project Planning; Process optimization; Management Consulting; Strategy; Research; Training; Microsoft Office,*

Type or sector of activity: Management and business consulting

## EDUCATION AND TRAINING

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- October 2024 – August 2026 (est) **Master „Counseling and Leadership in Vocational Education and Training”**  
Universitatea Națională de Știință și Tehnologie POLITEHNICA București (upb.ro)
- Individual and group counseling techniques
  - Mental health and well-being
  - Managing emotions in various educational and professional environments
  - The organizational climate between bullying and mobbing: prevention strategies
  - Human Resources Management and Evaluation
  - Project management in vocational education and training
- July 2025 **Vocational Counselor (COR 242315)**  
Alma Vision București
- Carry out the vocational assessment activity, create personal profiles
  - Facilitates access to the labour market
  - Develop motivation and employee retention programs
  - Identification of beneficiaries' needs and counseling activity
- Octombrie 2024 **Innovation Manager (COR 242206)**  
Athena- Centru de Calificare si Perfectionare SRL
- Developing the company's innovation strategy
  - Implementation of the company's innovation strategy implementation plan
  - Coordinating the professional development of the team
  - Coordinating the collection of creative ideas
  - Creation of a data management system on innovation ideas
  - Ensuring the continuity of the innovation process
- October 2012- June 2017 **PhD in Business Administration**  
The Bucharest University of Economic Studies, Bucharest (www.ase.ro)
- Thesis: “An Analysis of the Structure and Performance of the Organic Market in Romania During 2012-2014”
- August 2009- August 2010 **Master Program: Environment and Resource Management – Double specialization in “Energy Studies” and “Environmental Studies”**  
Vrije Universiteit, Amsterdam, The Netherlands (<http://www.vu.nl/en/>)
- Courses: Sustainability and Growth; Environmental Case Studies; Sustainable Energy Analysis; Environmental Economics; Environmental and Energy Policy Tools; Energy Systems Transitions; Water Governance;
  - Thesis: “The potential of medicinal plant cultivation as an endogenous development strategy -A study based in Chitwan District, Nepal-”

- 2004- 2008 Bachelor degree - School of Finance Insurance Banking and Stock Exchange –  
Major: Banking and Stock Exchange  
The Bucharest University of Economic Studies - Bucharest (www.ase.ro/)
- Courses: Micro and Macroeconomics, Money and Credit, Financial Markets, Marketing, Investment and Risk, Portfolio Theory, Public Finance, Payment and Compensation Operations, General and Baking Accounting, etc.
  - Thesis: “The Investment Decision: Euromaterna Maternity Hospital”

## PERSONAL COMPETENCES

Mother tongue Romanian

### Foreign languages

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Proficient user	Proficient user	Proficient user	Proficient user	Proficient user
	Translator & interpreter diploma from the Ministry of Culture, Romania				
Spanish	Basic user	Basic user	Basic user	Basic user	Basic user

### Communication skills

- Ease of interaction in different cultural environments
- Very good communication and negotiation skills
- Experience in delivering in-house training programs
- Excellent teamwork skills

### Organizational / managerial skills

- Leadership skills
- Team coordination skills
- Punctuality and compliance with deadlines
- Special attention to details & aesthetics

### Job-related skills

- Create PowerPoint presentations according to extremely rigorous business communication standards
- Good organizer (planning of trainings, including the logistics )
- Use of specific project management methodology tools
- Capacity to work well under pressure and tight deadlines
- Creating specific & tailored tools in Excel using VBA programming

### Digital competence

- Good knowledge of the Microsoft Office™ package (2007, 2010, 2013, 2016, 365)
- Good knowledge of Microsoft Visio
- Very good mastery of the use of the Internet, search engines, social networks and other web resources
- STATA

### Other skills

- A special predilection for researching complex phenomena
- Ability to synthesize and analyze complex business phenomena
- Capacity of self-improvement; self-taught
- Ability to manage and understand human emotions; empathy

### Driving license

- B- since September 2005