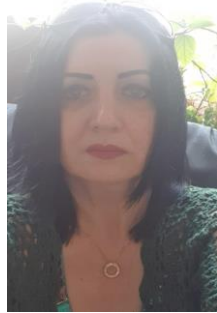




Curriculum vitae Europass



Personal information

First name / Surname **Diana-Ramona Botosan (married Jurca)**
Address Romanilor Street 1,K1,Arad,Romania
Phone (+40) 732 832 656
E-mail(s) dianabotosan@gmail.com
Nationality Romanian
Date of birth 06 July 1976
Gender Female

Occupational field

Work experience

Dates	2019-present
Occupation or position held	University professor, PhD at the 'West University of Timisoara' Faculty of Letters'
Main activities and responsibilities	Teaching English as a foreign language
Dates	2001 →2019
Occupation or position held	Junior Accountant
Main activities and responsibilities	Involved in preparing monthly management accounts, analyzing financial data, helping to manage and report the budgets forecast, salary entry and reconciliations, registering clients for VAT, assisting with sales, cash books and payroll, balance sheet reconciliation and also assisting in the preparation of year end accounts for clients. Research activity in the field of analysis of the quality of financial – accounting information and reports used in the decision-making process. Another field of interest encompasses the harmonization of accounting in the European and international context.
Name and address of employer	SC Auto-Duplex SRL Arad, Romania
Type of business or sector	Financial-Accounting Department
Dates	01 September 2012- Present
Occupation or position held	Teacher of English
Main activities and responsibilities	Teaching English as a Foreign Language to students – aged 5 to 15, organizing English Contests for students every year, organizing and participating to extracurricular activities as a head teacher and also taking part as an evaluator at the Public Speaking Competition, also being the main coordinator of Cambridge Exams. Being responsible for International Projects In Education in my school, I initiated, coordinated and wrote an Erasmus Project which was approved, a project involving teachers and students as well, from seven European countries.
Name and address of employer	"Aron Cotrus" Middle School, Arad, Romania

Type of business or sector | Public Education
 Dates | 01 October 2019 – Present
 Occupation or position held | PhD Student (Teacher of English)
 Main activities and responsibilities | Teaching English as a Foreign Language to students
 Name and address of employer | "West University of Timisoara" Faculty of Letters

Type of business or sector | Public Education

Education and training

Dates | 2019-2023
 Title of qualification awarded | PhD certificate
 Name and type of organization providing education and training | "West University of Timisoara" Faculty of Letters

Dates | 2000-2001
 Title of qualification awarded | Certificate –accountant specialization
 Name and type of organization providing education and training | CECAR Arad, Romania

Dates | 2013- 2015
 Title of qualification awarded | Master's degree in Pedagogy
 Name and type of organisation providing education and training | Aurel Vlaicu University of Arad, Faculty of Educational Sciences, Arad (Romania)

Dates | 2008-2010
 Title of qualification awarded | Master's degree on Management and Marketing of Business
 Name and type of organisation providing education and training | Vasile Goldis University of Arad/ Faculty of Economic Sciences, Arad, (Romania).

Dates | 2005-2008
 Title of qualification awarded | Bachelor's degree - accounting specialization
 Name and type of organisation providing education and training | Faculty of Economic Sciences / Vasile Goldis University of Arad, Arad, (Romania).

Dates | 1995-1999
 Title of qualification awarded | Bachelor's degree-English Language and Literature/ Romanian History
 Name and type of organisation Providing education and training | Vasile Goldis University of Arad, Faculty of English and History, Arad, Romania

Dates | 1991-1995
 Name and type of organisation Providing education and training | Ioan Slavici High School, Arad, Romania

Personal skills and competences

Mother tongue(s) | Romanian

Other language(s)

Self-assessment
 European level (*)
 English

Understanding		Speaking		Writing			
Listening		Reading		Spoken interaction		Spoken production	
C2	Advanced	C2	Advanced	C2	Advanced	C2	Advanced

French	C2	Advanced	C2	Advanced	C2	Advanced	C2	Advanced	C2	Advanced
(*) <u>Common European Framework of Reference (CEF) level</u>										
Social skills and competences	Good interpersonal skills, ability to work in team.									
Organisational skills and competences	Leadership, good sense of organization, fast reactions and analytical skills, ability to work well under stress, skills that I developed by the nature of my work which involves a high responsibility.									
Computer skills and competences	Good knowledge of accounting systems: SAGA, Good knowledge of MS Office tools: Word, Excel.									
Driving licence(s)	B Category									
Artistic skills and competences	Romanian traditional folk dances from Transilvania.									
Additional information	Ability to cope with long term intellectual and physical demands.									