



Ruxandra Oprică-Isăilă

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📍 **Address:** Brasov (Romania)

WORK EXPERIENCE

Program Director of Vocational Training Centre

Foundation for Social Work and Youth [01/2017 – 10/2020]

Address: Săcele (Romania)

- Responsible for the daily administration of "Ziurel" educational program
- Monitorize workshops and trainings in order to maintain a positive interest from the students
- Ensure the preparation of team trainings, events and public workshops
- Design regular reports and edit various working papers and procedures
- Conduct the organizational development of the centre's team
- Propose and implement strategies for rising students motivation and confidence, for increasing graduation rate and employment chances

Community Facilitator

Association "Local Action Group Gârcini" [10/2017 – 10/2020]

Address: Săcele (Romania)

- Collaborate with the general manager to mobilize the local community
- Establish and maintain relationships with the community learders
- Support the local community to express their ideas and take decisions regarding improvement measures
- Encourage active participation among the locals regarding the Local Development Strategy an its implementation
- Designing actions plans to fulfil the strategy's objectives
- Offer motivational and technical support for community projects
- Facilitate connection between local suppliers, companies, public institutions and collaborate with them in the community's interest
- Organize regular field work

Non-profit Manager | Project Coordinator

Community Aid Network (CAN) [08/2010 – 12/2018]

Address: Săcele - Braşov (Romania)

- Administer the local NGO network of Brasov county
- Initiate collaborations with nonprofits and public institutions
- Organize meetings and trainings for NGO staff and members
- Provide consulting services and logistic support to NGOs for their projects or events
- Administer the website and updating regularly the NGO database
- Organize social and charitable events
- Project manager of "Business&Charity" (2011-2013), "Multimedia for Livelihoods" (2013-2017), "From Sacele, with love", "Proactive for Garcini" (2016-2017)
- Create and send weekly newsletters to members
- Editor-in-chief of the "Business & Charity" quarterly magazine (2010-2012)

School counselor/mentor

Resource Center for Roma Communities [09/2011 – 11/2015]

Address: Cluj (Romania)

- Local coordinator of the Roma Education Fund Romania projects activities "Equal opportunities in education for an inclusive society"(2011-2013) and "Roma children and parents attend school" (2014-2015)
- In charge of providing adequate support for Roma children (11-15 years old) who attend School no.5 in Sacele, Brasov
- Offer advice and guidance for children and parents in order to emphasize the importance of education and the benefits of enrolling in high school
- Organize individual and group meetings for counselling, coaching and socializing
- Organize field trips, creative workshops, social meetings, educational games
- Teach Roma Culture and Identity, Roma History and Traditions
- Maintain a close relationship with parents, inform them permanently about the school situation and improvement of students

Local Coordinator within the project "National Platform for Education"

Federation of Nongovernmental Organizations for Children (FONPC) [09/2013 – 12/2013]

Address: Bucureşti (Romania)

- Organize meetings and working sessions at local level
- Establish a Local Action Group after identifying and contacting the public officials, community leaders, NGO staff
- Create and accomplish an inter-sectorial collaboration agreement
- Mediate and maintaining the relationship between the partners of the project
- Developing the Social and Educational Services Map of Brasov County
- Mobilize the local NGOs in order to sign up on the national social and educational services map
- Raising awareness of the project through networking and online publicity

Camp animator/leader - VIAȚA CAMP

New Horizons Foundation [11/08/2013 – 18/08/2013]

Address: Lupeni - Hunedoara (Romania)

- Facilitate the learning process of the participants during their camp stay (youth between 14-18 years old)
- Use the experiential education and adventure education methodology
- Prepare and manage the camp activities – daily programme, games, theme nights
- Apply standard safety procedures for the participants

Team leader – Youth Exchange "European Express: A balkan journey through the world of freedom of speech"

Sending organization: Asociația Colors [07/2013]

Address: Braşov (Romania)

The youth exchange was an itinerary one, taking place in the Balkan area: Brezice (Slovenia), Belgrad - Krusevac (Serbia), Skopje (Macedonia).

- Coordinate a group of 5 Romanian youth
- Plan working sessions in the local communities
- Work in teams for assuring the necessary programme logistics
- Organize games and social activities

English Teacher

Magister Educational Center [10/2007 – 06/2010]

Address: Braşov (Romania)

- Teach English as a foreign language to groups of children 6-14 years old
- Teach English as a foreign language to high school students, preparing them for national exams
- Supply materials and worksheets following the educational curriculum
- Arrange periodic evaluation for beginner and intermediate levels
- Organize various educational activities, games and celebrations
- Teach Romanian as a foreign language to exchange students focusing on conversation skills

Au Pair

Cultural Care Au Pair International Program [09/2006 – 09/2007]

Address: New Jersey (United States)

- Provide physical and emotional support for an eight year old girl
- Oversee weekly private lessons and strictly adhere to a busy daily schedule
- In charge of offering homework assistance and managing certain household duties
- Prepare meals and planned and participated in social activities
- Learn to successfully manage multiple duties according to the specific wishes of the parents, while maintaining a positive relationship with the child

EDUCATION AND TRAINING

Master of Arts in Social Work and Community Development

Faculty of Sociology and Communication Studies, Transilvania University [10/2010 – 07/2012]

Address: Braşov (Romania)

Field(s) of study: Social services

- M.A. dissertation: "The nonprofits' role in preventing school absenteeism in Roma communities"

Bachelor of Arts in Cultural Studies - American Studies specialization

Faculty of Foreign Languages and Literatures, Transilvania University [10/2007 – 07/2010]

Address: Braşov (Romania)

- B.A. project : "Anti-Americanism in Europe: A cultural and political problem"

International Institute on Political and Economic Studies (IIPES)

The Fund for American Studies, Georgetown University [07/2009 – 08/2009]

Address: Washington (United States)

- Courses in Intellectual History, Economics, Political Philosophy and Conflict Management.

Graduate Diploma in English and World Civilizations

Raritan Valley Community College [01/2007 – 05/2007]

Address: Bridgewater - New Jersey (United States)

"Social Pedagogy", accredited course by National Authority for Qualifications

Centre for Social Initiatives [10/2017]

Address: Braşov (Romania)

- Interpersonal communication | Planning specific activities | Working in a multidisciplinary team | Social and judiciary counseling | Implementing educational processes | Elaborate children personalized development plans

Certificate of Social Innovation and Management Programme

Institute for Nonprofit Management, Vienna University of Economics and Business & NGO Academy of ER [03/2016 – 06/2016]

Address: Vienna (Austria)

- Resources and Innovation (Fundraising, Innovation Management) | Planning and Implementation (Project Management, Marketing, Business Planning) | Sustaining Success (Impact Assessment, Leadership) | Social Innovation and Scaling

"Social mediator", accredited course by National Authority for Qualifications

Corporate Events [08/2014]

Address: Braşov (Romania)

"Trainer", accredited course by National Authority for Qualifications

Asociația Tineri pentru Educație și Societate [06/2014]

Address: Braşov (Romania)

Competent Communicator Certificate

Braşov Toastmasters Club - Romania / Toastmasters International - United States [04/2014]

- Create, develop and improve public speaking skills
- Complete the 10 speeches of "Competent Communicator Manual", which included the following topics: Ice Breaker, Organize Your Speech, Get To The Point, How To Say It, Your Body Speaks, Vocal Variety, Research Your Topic, Get Comfortable With Visual Aids, Persuade With Power, Inspire Your Audience

"Social and civic competences", accredited course by the National Council for the Professional Training of Adults

Asociația ATELIER [10/2013]

Address: Braşov (Romania)

"Camp animator", accredited course by the National Council for the Professional Training of Adults

New Horizons Foundation [06/2013]

Address: Lupeni - Hunedoara (Romania)

"Project Management", accredited course by the National Council for the Professional Training of Adults

Asociația Română a Tinerilor cu Inițiativă [07/2012]

Address: Brașov (Romania)

Training course „Equal opportunies in education for a inclusive society”

Roma Education Fund Romania and Resource Center for Roma Communities [08/2011]

Address: Predeal (Romania)

- Modules: Roma Culture and Identity, Roma History and Traditions, School counselling and orientation)

Diploma of attendance - Summer school “Vulnerable groups, support and social services”

Faculty of Sociology and Social Work from the University of Bucharest and the Romanian Harm Reducti [07/2011]

Address: București (Romania)

Youth Pass - Youth Exchange “Balkan Express - A journey through the freedom of speech”

Platform Spartak, Youth in Action Program [07/2013]

Address: Skopje (North Macedonia)

Diploma of attendance - “Lobby and Advocacy Techniques for Human Rights Advancement”

Asociația ACCEPT [02/2009]

Address: Sinaia (Romania)

Participation Certificate “Writing project proposals as part of the Youth in Action Program”

ANPCDEFPP through the Youth in Action Programme [05/2010]

Address: Bucharest (Romania)

Participation Certificate “Methods and instruments in non-formal education as part of the in the Youth in Action Program”

ANPCDEFPP - through the Youth in Action Programme [03/2010]

Address: Bucharest (Romania)

LANGUAGE SKILLS

Mother tongue(s):

Romanian

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

French

LISTENING B2 READING B2 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Spanish

LISTENING A2 READING A2 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

VOLUNTEERING

Volunteering

Foundation for Social Assistance and Youth (FAST Charity) - Săcele, Braşov (October 2008 – January 2011)

- Work in the educational program with disadvantaged children from the local Roma communities
- Involve in educational games and activities, offering assistance and help with worksheets
- Offer free English/Romanian lessons to employees on a weekly basis
- Organize charitable events
- Translate into English/Romanian various papers and documents
- Join foreign volunteers during summer time at the local kindergarten: children's activities included drawing, painting, handwork, outdoorsy games
- Won the award "Supervolunteer of the Year 2011" at the "Gala for Supervolunteers" Braşov 2011

Hospice "House of Hope" - Braşov, Romania (March 2008 – September 2009)

- Work with children with disabilities in the Day Care Center, Pediatric Department: offered help and support, initiated indoor games and outdoor activities
- Engage in fundraising activities, informative and social projects
- Represent the foundation with other volunteers at the NGO Fair, Brasov (May 2008)
- Participate at the course "Introduction to Palliative Care at Hospice" (April 2008)

Romanian Red Cross - Braşov, Romania (February 2008 - April 2009)

- Participate in social campaigns and local projects within the Youth Department
- Teach prevention courses to high school students (drugs, STDs)
- Participate at the "First aid – basic skills course"

CONFERENCES/WORKSHOPS

Conferences/Workshops

- ERSTE Foundation Roma Partnership Conference (annually between 2013 - 2017 (in 2013 - responsible for organizing)
- Connection 2014 - "Conference of those that make things happen" – Bran, Romania (July 2014)
- "Nonformal Education Laboratory" organized by Youth in Action Agency and Foundation for Civil Society Development (September 2013)
- Fundraising Conference: "Fundraising in the local community" – Cluj, Romania (May 2011)
- Transilvania University's Student Communication Conference – Braşov, Romania: 3rd place with "The Rise of Anti-Americanism" (May 2008), 3rd place with "Inequality in USA- Rags to Rags, Riches to Riches" (May 2009)
- Bonn International Model United Nations – Bonn, Germany (December 2008). Represented Mali as a delegate in the Commission on the Status of Women.

COMPUTER SKILLS

Computer skills

Microsoft Office (Word, Excel, PowerPoint), Outlook Express, Website administration (Joomla, Wordpress)