



Curriculum vitae Europass

Name/Surname MELINTE CRISTINA

Address Ilfov, Romania, 077125 postcode
Telephone +40746099306
E-mail melintecristina@ymail.com
Nationality romanian
Date of birth 29.07.1977

EXPERIENCE:

➤ Deputy Manager

INSTITUTE OF ATOMIC PHYSICS (IFA) - Ilfov County, Romania
October 2017 – present (1 year 4 months)

Management of research programs; transfer of knowledge to capitalize national research potential in physics.

Coordinates the main activities departments from the institute.

Supervises the activity of the administrative service and the public procurement office of the institute.

➤ Representative of Romania at TREF-CERN

TRIPARTITE EMPLOYMENT CONDITIONS FORUM (TREF) - CERN COUNCIL
2018 – present
CERN remuneration and employment conditions.

➤ Legal Advisor

INSTITUTE OF ATOMIC PHYSICS (IFA) - Ilfov County, Romania
Apr 2015 – Sep 2017 (2 years 6 months)

Drafting, negotiating and concluding contracts for funding research projects, public procurement, lease public property.
Implementation and updating of legislation on research, employment and wages, public property.
Develop information packages for launching calls for funding research projects.

➤ **Mediator**- Alternative Dispute Resolution

MEDIATOR OFFICE CRISTINA MELINTE - Free lancer
December 2014 – December 2016 (2 years 1 month) Bucharest, Romania

Conflict mediation: family, commercial, labor, civil (derived from property rights, civil society, inheritance, etc).

➤ **Legal Adviser**

Medical field
September 2009 – December 2014 (5 years 4 months)
Accounting, logistics, procurement, legal advice

➤ **Senior Advisor (Legal) - Department for European Integration**

BUCHAREST CITY HALL - DISTRICT 6
May 2003 – September 2009 (6 years 5 months)
Education and Health Service, Ethnic Minorities Integration
Implementation of the European Union norms at the local public authority level;

Implementation of rules of law enforcement in public administration field; reference: education system, ethnic minority;

Elaborating contracts in accordance with applicable laws, monitoring contracts implementation, negotiating contracts.

Customer Support; Customer Service;

➤ **Customer support**

FESTIVAL INT
March 2002 – February 2003 (1 year)
International recruitment workers; fields of industry: building, engineering, transport and home care services.

EDUCATION:

➤ **University of Bucharest**

Master's degree, Private law



2002 – 2003
www.drept.unibuc.ro

➤ **University of Bucharest**



Bachelor's degree, Law
1996 – 2001
www.drept.unibuc.ro

➤ **FMMM - Mugur Mitroi Mediation Training School**

Graduation diploma, Mediation / Alternative Dispute Resolution
2014 – Present
www.fmmm.ro

CERTIFICATIONS:

- **Procurement Expert** - Authorization (National Agency for Qualification -Romania Ministry of Education)
- **Human Resources Manager** (Authorization National Agency for Qualification - Romania Ministry of Education)
- **Project Manager** – Authorization (National Agency for Qualification - Romania Ministry of Education)
- **Mediator** - Authorization (Romania Mediation Council)

VOLUNTEER EXPERIENCE & CAUSES:

MBB'S 7TH PEACE "ABLE" CONGRESS

MEDIATORS BEYOND BORDERS INTERNATIONAL in partnership with S.T.A.R.S. ROMANIA and official partner Rotary District 2241 Romania and Republic of Moldova -The 7th Annual Congress in Bucharest, Romania: MBB'S 7TH PEACE "ABLE" CONGRESS "Dangerous Dialogues and Courageous Conversations Peacebuilding in the 21st Century" - BUCHAREST, ROMANIA

COURSES:

- ✓ The new civil procedure code – application issues (N.Titulescu Bucharest Uni)
- ✓ Promoting local economic development (InWEnt Bonn- Germany)
- ✓ Urban and regional development (InWEnt Bonn- Germany)
- ✓ European information training (National Association of C)
- ✓ Mediation Training Program (FMMM)

LANGUAGES:

- ✓ English
Professional working proficiency

- ✓ French
Elementary proficiency

COMPUTER SKILLS AND COMPETENCES:

- ✓ Good knowledge of Microsoft Office (Word, Excel), fast learner of other software applications.

DRIVING LICENCE:

- ✓ Category B