

PERSONAL INFORMATION



Ioan-Dan PORUMB

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Date of birth 07/01/1976

POSITION

WORK EXPERIENCE

03/2005–Present

Chemist

Babeş-Bolyai University, Faculty of Chemistry and Chemical Engineering, Cluj-Napoca (Romania)

- Responsible for maintenance of NMR spectrometers (hardware exchanges, software re/configuration, auxiliary devices, etc)
- Maintenance and re/configuration of workstations commanding the NMR spectrometers
- Maintenance of liquid nitrogen plant, auxiliary device for NMR system
- Collaboration with the equipment suppliers (Romania, Germany, United Kingdom, The Netherlands, etc.)
- Training and consultancy for NMR operators
- Research activities within scientific research projects

12/2006–03/2012

IT&C Manager

S.C. COGNITROM SRL, Cluj-Napoca (Romania)

- Development of IT&C infrastructure
- Design and deployment of company's IT network
- Coordination and implementation of research and ESF projects
- Coordination and implementation of IT software platforms and e-contents
- Training activities
- Public acquisitions for equipments and services (negotiations, documentations, contracts, etc.)
- Business relationships with the suppliers (equipments and services)
- Business customer consultancy
- Deployment of CRM system

02/2001–11/2004

IT network engineer - part time

Babeş-Bolyai University, Faculty of Chemistry and Chemical Engineering, Cluj-Napoca (Romania)

- Maintenance of IT network from our faculty (installation and configuration Linux server, installation and re/configuration Microsoft workstations hardware re/configuration of workstations, re/configuration for network equipment, antivirus deployment, installation of auxiliary software)
- Deployment and optimization for the faculty website (also for research groups - on request)
- Technical consultancy for intranet users within the faculty
- Remote assistance for faculty's workstations
- Sistec assistance in network IT rewiring of the faculty

EDUCATION AND TRAINING

- 07/2014 **Project assessor (COR code: 421263)**
 TSI Consultanță & Training, (Romania)
 ESF (POSDRU/POSCCE/POR) project assessment
 Procedures, assessment grid, assessment reports
- 07/2011 **Professional Competency assessor**
 Unitatea Executivă a Consiliului Național al Calificărilor și al Formării Profesionale a Adulților, (Romania)
 Professional Competency Certificate (Series: C, No. 000076)

 - Planning and organization of the assessment
 - Recording and reports of the assessment results
 - Assessment administration
 - Information analysis and making decision regarding the competency
- 07/2008 **Trainer**
 Centrul Regional de Formare Profesională a Adulților Cluj, Cluj-Napoca (Romania)
 Professional Competency Certificate (Series: A, Nr. 020314)

 - Preparing the training
 - Delivery the training activities
 - Assessment of the trainees
 - Delivery of special training methods and techniques
 - Marketing of the training
 - Designing training programmes
 - Organising programmes and stages for trainings
 - Assessment, review and quality assurance of training's programmes and stages
- 10/2000–12/2007 **PhD**
 Babeș-Bolyai University, Cluj-Napoca (Romania)
 Chemistry
- 09/2000–06/2001 **MSc**
 Babeș-Bolyai University, Cluj-Napoca (Romania)
 Heterocycles Chemistry
- 09/1995–07/1999 **BSc**
 Babeș-Bolyai University, Cluj-Napoca (Romania)
 Specialization Chemistry an Physics

PERSONAL SKILLS

Mother tongue(s) Romanian

	UNDERSTANDING	SPEAKING	WRITING
Other language(s)			

	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C2
French	B2	C1	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills -Excelent communication skills gained through participation within research projects and trainings

Organisational / managerial skills

- Organisational competences
- Negotiation abilities
- Organisatoric skills through traing and trainees management
- Leadership
- Project management competences

Job-related skills

- trainer
- good knowledge of quality control processe for quality standards ISO 9001 și 27001.

Computer skills

- Avanced knowledge in OS - Microsoft: Windows 9X/ME, NT, 2K, XP, 2003, Vista, 7, Windows Server 2003R2, Linux server (Suse, CentOS) gained both as system engineer within Faculty of Chemistry and CHemical Engineering and as IT consultant and IT manager within private company.
- Advanced hardware knowledges
- Advanced software knowledges: Microsoft Office (Word, Excel, PowerPoint, FrontPage); Macromedia (Dreamweaver, Flash, Fireworks); prelucrare imagini- Corel Draw, Adobe Photoshop;Chem Draw Ultra/Pro.
- Advanced knowledgesin molecular modeling softwares: Spartan, Gaussian, Molekel.

ADDITIONAL INFORMATION

- 2 occupational standards (e-Learning developer, Instructional designer) - coauthor
- 5 IT software platforms developed
- 6 books - coauthor
- 7 scientific articles - coauthor
- member in 10+ project research teams, 2 projects financed by WB, 2 projects financed within Innovation programme; implementation of 4 ESF-POSDRU projects

Certificate

- September 2008 Certificate of Completion Small Business Sales and Marketing Skills Assessment (Microsoft)
- June 2004 CISCO CCNA1 (CISCO)
- July 2009 "CISCO Network Support" (Brainbench)
- June 2009 "Business Writing" (Brainbench)
- September 2009 "Business Communication" (Brainbench)
- August 2009 "Adobe Photoshop CS3" (Brainbench)
- December 2006 "Human Resources Concepts (UK)" (Brainbench)
- January 2006 "Project Management (2005)" (Brainbench)
- January 2006 "Managing People (U.K.)" (Brainbench)
- December 2006 "Network Security" (Brainbench)
- June 2005 "Network Technical Support" (Brainbench)

- June 2005 "Computer Technical Support" (Brainbench)
- November 2004 "Technical Help Desk (Microsoft)" (Brainbench)