

Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Elena POENARU**

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Nationality Romanian

Date of birth 3rd October 1966

Gender Female

Occupational field

Training in the IT field, academic environment; managing activities in the IT industry, Project Management, Business Development

Work experience

Dates	2009 - present
Occupation or position held	GRID - Computational Medicine Centre Director
Main activities and responsibilities	Building the center's infrastructure, coordinating activities for installing equipment and implementing procedures to run services; coordinating the customer service activities; personnel search and facility management
Name and address of employer	"Carol Davila" University of Medicine and Pharmacy, Dionisie Lupu St. 37, sector 1, Bucharest
Type of business or sector	Research
Dates	2003 - present
Occupation or position held	General manager
Main activities and responsibilities	Company's strategy definition and business development focused on networking, IT&C services, e-learning solutions and turn-key projects; the consistency of organic growth; finding new opportunities and delivering the adequate solution to clients; managing the financial resources of the company; directly coordinating the customer service activities
Name and address of employer	Standard Business Solution, Ion Campineanu Str, nr. 31, bl. 4, sc. 2, ap. 18, sectorul 5 Bucharest
Type of business or sector	IT&C
Dates	1997- present
Occupation or position held	Assistant Professor
Main activities and responsibilities	In charge with academic activities (seminars and laboratories for students in second year of study) and with learning materials development. The main focus, inside the department team, is on image processing and web applications development.
Name and address of employer	"Carol Davila" University of Medicine and Pharmacy, Medical Informatics and Biostatistics Department, Dionisie Lupu St. 37, sector 1, Bucharest
Type of business or sector	Education and research

Dates	April 1999 – April 2002
Occupation or position held	Coordinator of Office of Information Technologies
Main activities and responsibilities	In charge with all the IT activities of the University, reporting directly to the Rector; Responsible with resource management, mainly people management, and coordination of small size groups (up to 6 persons); IT products (hardware and software) and services definition for the University, including RFP coordination and execution (selection of vendors and contract monitoring); Proposing yearly IT development plans and associated budget for the University's IT&C infrastructure and services; Coordinating maintenance and necessary support for the communication infrastructure and IT services
Name and address of employer	"Carol Davila" University of Medicine and Pharmacy, Office of Information Technologies, Dionisie Lupu St. 37, sector 1, Bucharest
Type of business or sector	Education and research
Dates	May 2005 – December 2008
Occupation or position held	Technical expert and evaluator
Main activities and responsibilities	Technical expert and evaluator, in charge with medical IT projects assessment;
Name and address of employer	Academy of Medical Science, National Funding Framework CEEX
Type of business or sector	Medical Science Activities
Dates	December 2004 – February 2007
Occupation or position held	Technical expert and evaluator
Main activities and responsibilities	Technical expert and evaluator , in charge with IT projects for medical institutions and universities funded by Romanian Government;
Name and address of employer	Academy of Medical Science, National Funding Framework VIASAN
Type of business or sector	Medical Science Activities

Education and training

Dates	From 2009
Title of qualification awarded	PhD Student in engineering science
Principal subjects/occupational skills covered	Telemedicine and Telehealth – remote patient monitoring
Name and type of organisation providing education and training	"Politehnica" Bucharest University
Dates	2010
Title of qualification awarded	Project Manager certification
Principal subjects/occupational skills covered	Project Manager skills
Name and type of organisation providing education and training	ProManagement
Dates	2010
Title of qualification awarded	Consulting - Tools, Skills & Ethics certification
Principal subjects/occupational skills covered	Consulting skills
Name and type of organisation providing education and training	AMCOR
Dates	2009
Title of qualification awarded	Expert in Building the application for EU funded projects certification
Principal subjects/occupational skills covered	Building the application for EU funded projects
Name and type of organisation providing education and training	Forum Media Publishing

Dates	2006-2007
Title of qualification awarded	MBA, graduate with Marketing specialization
Principal subjects/occupational skills covered	Romanian – Canadian MBA, financial specialization
Name and type of organisation providing education and training	University of Ottawa & BSM of ASE Bucharest – MBA
Dates	2007
Title of qualification awarded	High-Impact Presentation Course certification
Principal subjects/occupational skills covered	Presentation skills
Name and type of organisation providing education and training	Dale Carnegie Training, Romania
Dates	2006
Title of qualification awarded	Expert in Project Evaluation certification
Principal subjects/occupational skills covered	Evaluation the application for EU funded projects
Name and type of organisation providing education and training	FDSC
Dates	2003
Title of qualification awarded	Diploma in Management, stage I of the MBA Program
Principal subjects/occupational skills covered	Managing Resources for the Market Managing Development and Change
Name and type of organisation providing education and training	Open University Business School UK at CODECS, Romania
Dates	2001
Title of qualification awarded	Professional Certificate in Management, being part I of the Diploma
Principal subjects/occupational skills covered	The Effective Manager skills Managing Customer and Client Relations Accounting for Managers”;
Name and type of organisation providing education and training	Open University Business School UK at CODECS, Romania
Dates	1998
Title of qualification awarded	Teaching Elements for Teachers and Multimedia Presentation certification
Principal subjects/occupational skills covered	Development of Teaching Elements skills and Multimedia Presentation
Name and type of organisation providing education and training	University of Bristol, UK
Dates	1995
Title of qualification awarded	System Engineering Certification
Principal subjects/occupational skills covered	Computer system administration
Name and type of organisation providing education and training	ICI, Romania
Dates	1986 - 1992
Title of qualification awarded	Engineering Diploma in Computing Peripheral Equipments, BSc, MSc,
Principal subjects/occupational skills covered	Computing Peripheral Equipments Specialization
Name and type of organisation providing education and training	“Politehnica” Bucharest University, Mecatronics Faculty, Facultatea Mecanica,

Personal skills and competences

Mother tongue(s)

Romanian

Other language(s)

Self-assessment

European level (*)

English

French

Understanding		Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production	
C2		C2		C2		C2	
B1		B2		A2		A2	

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

Sociable, communicative, creative, flexibility and adaptability to the work environment, ability to communicate depending on the interlocutor skills and level, easy integration to team

Organisational skills and competences

Managing Director of GRID Computational Center of "Carol Davila" University
General Manager Standard Business Solution, IT&C sistem integrator and consulting company
Project Coordinator for „MEDALS - MEDical Advanced Learning System", first IT&C project financed by Phare in „Carol Davila" University, Bucharest

Technical skills and competences

Experience in writing EU Phare funded projects
Experience in curriculum development and materials for academic seminars
Experience in support academic seminars
Experience in Project Management

Computer skills and competences

Advanced computers (PC / MAC) user skills
Advanced MS Office user skills
Software-processing statistics (Statistica, EpiInfo, SPSS) user skills
Advanced user skills on graphic processing software: CorelDraw, Adobe Photoshop, PageMaker
Project management software (MS Project) usewr skills
User skills & techniques for video conferencing and VoIP.
User skills in HPC / GRID systems

Other skills and competences

Personal performance development interest, interpersonal relationship development, reading, music, traveling

Driving licence

B Category

Elena Poenaru, I certify that the above data are correct
04.04.2013