



Bogdan Catalin

STERIOPOL

Date of birth:

Gender: Male

CONTACT



PROFESSIONAL EXPERIENCE

Dec 2020 – May 2021 - Bucharest, Romania

Counsellor - State Secretary's office

Ministry of Education

- presentation of points of view on the issues assigned for coordination and solution
- ensuring, through systematic collaboration with the departments in the organisational structure, the necessary information, for taking decisions quickly, efficiently and correctly
- ensuring the quality of documents drawn up by structural subdivisions

Dec 2020 - ONGOING - Bucharest, Romania

Member - Board of Directors

Institute for Transport Research - INCERTRANS SA

June 2020 - ONGOING - Navodari, Romania

Member - Board of Directors

Romp petrol Rafinare SA

Nov 2019 – Dec 2020 - Bucharest, Romania

Ministerial Counsellor

Ministry of Education and Research

- representing the Minister, by delegation, at scientific activities in the field and at meetings with representatives of structures with similar tasks in the country;
- presenting points of view on the issues assigned for coordination and solution;
- analysing and verifying the legality, efficiency and timeliness of activities within the dignitary's office;
- ensuring, through systematic collaboration with the departments in the organisational structure, the necessary information, for taking decisions correctly, quickly and efficiently;
- ensuring the quality of the documents drawn up by the structural subdivisions and submitted to management.

June 2019 – Nov 2019

Expert - Monitoring Department

Intercommunity Development Association

TERMOENERGETICA Bucharest - Ilfov

- monitoring and control of compliance with the obligations and responsibilities assumed by the operators through public service contracts;
- drafting of service regulations, specifications, contracts for the supply/provision of services and other local regulations relating to the production, transmission, distribution and supply of thermal energy;
- monitoring the production, transmission and distribution of thermal energy on the basis of competitiveness and economic and managerial efficiency;
- tasks in the field of health and safety at work;
- tasks in the field of fire prevention and extinguishing.

Bucharest, Romania

Dec 2018 – May 2019

Specialist Reviewer - Critical Infrastructure Department

TRANSELECTRICA SA / Executive

- ensuring the security and integrity of TEL objectives;
- ensuring compliance with legal obligations regarding emergency management (fire and civil protection);
- fulfilment, implementation/monitoring and control of the fulfilment of the requirements of national and European legislation on the protection of national and European critical infrastructures (NCI/CIE) at the level of the transmission system operator activity, in order to ensure the protection of NCI/CIE in operation;
- implementing operational procedures for the procurement of products, works and services related to critical infrastructure, active security and emergency activities;
- drafting opinions on how the rules concerning the technical side of the critical infrastructure protection field are complied with by the internal documents of the Company (procedures, instructions, specifications, etc.);
- providing specialist interface in relations with suppliers, consultancy firms, control bodies;
- responsibilities in the field of Emergency Management (EM) - Fire Protection and Civil Protection;
- other obligations and measures established by the competent bodies and the management of the institution.

Bucharest, Romania

Oct 2017 – Dec 2018

SMSU Specialist Reviewer

TRANSELECTRICA SA / Transport Branch

- collecting, processing, storing, studying and analysing data and information related to civil protection;
- organising the evacuation in case of emergency;
- training and education of staff on civil protection;
- maintaining in working order the means of transmission-alarm, the accommodation spaces and the own technical means for shelter or intervention;
- management of databases resulting from the implementation of various IT applications;
- other duties and measures established by the competent bodies and the management of the institution.

Bucharest, Romania

Sept 2013 – Oct 2017

Contributing Editor / Sports Journalist

FANATIK MEDIA

- news/reports/interviews for various broadcasts and important occasions;
- analyses and debates with important personalities from the sports world on current topics and subjects;
- proposal of the day's topics, filming, news editing based on the main topics of the day;
- responsible for writing articles about events considered relevant and impactful for the Romanian public according to the standards and rules established within the publication;
- activities of documentation and selection of information in order to prepare articles, preparation (writing) of articles;

- creating contacts to maintain a constant flow of information.
Bucharest, Romania

June 2009 – Sept 2013

Editor

PROSPORT

- sports information tracking, domestic football;
- monitoring other news in this field in the media;
- writing editorials, reports and commentaries based on sports events;
- writing full articles for the daily edition of the newspaper.

Romania

Feb 2006 – June 2009

Editor

GAZETA SPORTURILOR

- sports information tracking, domestic football;
- monitoring other news in this field in the media;
- writing editorials, reports and commentaries based on sports events;
- writing full articles for the daily edition of the newspaper.

Bucharest, Romania

EDUCATION AND TRAINING

5 Oct 2018 – 17 Sept 2020 - Bucharest, Romania

Master's Degree - National Security Information Management

Mihai Viteazul Information Academy

16 Oct 2019 - 18 Oct 2019 - Bucharest, Romania

Data Protection Officer

ATC&IT Solutions

GDPR course

27 Aug 2018 – 21 Sept 2018 - Ciolpani, Romania

Civil Protection Inspector

CNPPMSU

4 June 2018 – 29 June 2018 - Ciolpani, Romania

The technical executive with responsibilities in the field of P.S.I.

CNPPMSU

5 Mar 2018 – 8 Mar 2018 - Bucharest

Staff training in emergency situations

Work Consulting

5 Mar 2018 - Bucharest

Fundamentals of first aid

Work Consulting

9 Aug 2010 - Bucharest, Romania

Reporter

MediaPRO

Oct 2004 – July 2008 - Bucharest, Romania

Bachelor's Degree - Economist

Artifex University, Faculty of Marketing

Sept 2000 – June 2004 - Bucharest, Romania

Electronics engineer

Edmond Nicolau Technical College - Electronics and Automation

LANGUAGE SKILLS

MOTHER LANGUAGE(S): Romanian

OTHER LANGUAGE(S): English

Listening	Reading	Written Expression	Speaking	Writing
B1	B1	B1	B1	B1

DIGITAL SKILLS

Good use of communication programs (mail messenger skype) / Microsoft Office (Excel PowerPoint Word) - intermediate level - experienced user in information processing and computer communication

DRIVING LICENCE

Driving licence: A

Driving licence: B

ORGANISATIONAL SKILLS

Organisational skills

- organisational skills with attention to detail, ability to synthesise and analyse
- leadership skills, when required
- stress resistance and willingness to work overtime

COMMUNICATION AND INTERPERSONAL SKILLS

● Communication and interpersonal skills

- ability to communicate and negotiate with management/staff, outside personnel
- clear expression, ability to make myself understood in the communication process

SKILLS ACQUIRED ON THE JOB

● Skills acquired on the job

- ability to listen, express empathy and interest
- ability to build rapport or relationship, maintaining appropriate eye contact, cooperation, communication, teamwork
- creativity, perseverance, communication skills, interpersonal relations,
- the ability to grasp and synthesize the essentials
- creation, strategizing, analysis
- flexibility in approaching work situations