

PERSONAL
INFORMATION**MAFTEI Jana**

📍 8 Ovidiu Street, E2/36, 800084 Galati (Romania)

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✉ janamaftei@univ-danubius.ro

Sex Female | Date of birth 11 October 1966 | Nationality Romanian

WORK EXPERIENCE

03 October 2011 – Present **Head of Public Law and Private Law Department, Faculty of Law**
"Danubius" University, Galati Boulevard, no.3, 800654 Galati (Romania)
Higher Education

16 January 2008 – September 2011 **Head of Department, Faculty of International Relations and European Studies**
"Danubius" University, Galati Boulevard, no.3, 800654 Galati (Romania)
Higher Education

21 February 2011 – Present **Associate Professor PhD**
"Danubius" University, Galati Boulevard, no.3, 800654 Galati (Romania)
Higher Education (Bachelor's degree studies and Master degree studies)
Teaching courses and seminars supporting disciplines: International Public Law,
Diplomatic and Consular Law, Diplomatic and Consular Immunity

02 February 2004 – 21 February 2011 **Lecturer PhD**
"Danubius" University, Galati Boulevard, no.3, 800654 Galati (Romania)
Higher Education
Teaching courses and seminars supporting disciplines: International Public Law,
Diplomatic and Consular Law, Diplomatic and Consular Immunity

01 October 1997 – 02 February 2004 **Assistant Professor**
"Danubius" University, Galati Boulevard, no.3, 800654 Galati (Romania)
Higher Education

01 September 1985 – 01 October 1997 **Teacher**
34 School, Galati (Romania)
Didactic activities, Primary Education

EDUCATION AND TRAINING

2002 – 2005	PhD, International law Moldova State University, Str. A.Mateevici 60, Chisinau (Moldova) The judicial settlement of the consular activity in international public law	EQF level 8
2003 – 2005	Master Community Law "Danubius" University, Galati Boulevard, no.3, 800654 Galati (Romania) European Law	EQF level 7
03 April 2006 – 20 January 2007	Postgraduate course Romanian Diplomatic Institute, Blvd. Primaverii, no.17, Bucharest (Romania) The Practice of the International Relations and Euro-Atlantic Studies	
01 October 2007 – 21 December 2007	Postgraduate online course Romanian Diplomatic Institute, Blvd. Primaverii, no.17, Bucharest (Romania) International Terrorism and Security Systems	
06 October 2008 – 28 November 2008	Online course National Defence University "Carol I" in according to the memorandum of cooperation between NATO Defense College in Rome and "Carol I" National Defence University and with the consent of National Defence Ministry., Sos. Panduri nr.68-72 sector 5, Bucharest (Romania) Introduction to NATO	
21 September 2011 – 16 October 2011	Program Director SC TTINI SMART IDEAS SRL, Bucharest, sector 1 (Romania)	
29 February 2012 – 29 February 2012	Certificate of attendance "Danubius" University of Galati, with the project "The Development of the European Management System of Higher Education Qualifications and Improvement of the Informal Competences", Contract POSDRU/86/1.2/S/63252 Workshop "International Mobility and Cooperation"	
23 February 2012 – 23 February 2012	Certificate of attendance "Danubius" University of Galati, with the project "The Development of the European Management System of Higher Education Qualifications and Improvement of the Informal Competences", Contract POSDRU/86/1.2/S/63252 Guidance and Tutoring	

- 22 February 2012 **Certificate of attendance**
“Danubius” University of Galati, with the project “The Development of the European Management System of Higher Education Qualifications and Improvement of the Informal Competences”, Contract POSDRU/86/1.2/S/63252
Marketing and Communication
- 12 December 2011 – 23 December 2011 **Certificate of attendance**
Project implemented by the National Institute for Scientific Research in Labour and Social Protection, in partnership with “Danubius” University of Galati, no. PN II-ID-SSA cod 2011-1-2012
Quality and quantity dimension of the labour market from the perspective of management through value”
- 09 September 2011 – 10 September 2011 **Certificate no.M9/40**
Strategic Project “Improvement of University Management” by “A.I.Cuza” University of Iasi and UEFISCDI
Training module in university management “Educational policies”
- 09 February 2009 – 13 February 2009 **Certificate**
SC QUALITY INTERNATIONAL CONSULTING SRL, Bucharest (Romania)
QI Consulting Audit Course for third party auditors according to SR EN ISO 1911:2003 of the management quality system SR EN ISO:2008
- 22 January 2009 – 23 January 2009 **Certificate**
SC QUALITY INTERNATIONAL CONSULTING SRL, Bucharest (Romania)
Training in management quality course. Standard series SR EN ISO 9000. Explanation of standard request SR EN ISI 9001:2008. Documents SMC SR EN ISO 9001:2008
- 18 June 2008 – 23 June 2008 **Certificate**
”Jean Monnet” University, Saint Etienne (France)
Training LLP Program Management in Higher Education
- 20 November 2007 – 21 November 2007 **Certificate**
Regional Center for Ethnic Relations (PER) for Central, Eastern and Southeastern Europe, Bucharest (Romania)
Training - The management of interethnic relations in education (Learning to learn and teach about diversity using PC’s and Web 2.0)
- August 2007 **Project Manager**
Center for Professional Formatting and Regional Development, Constanta (Romania)

Program from perfecting „Project Manager”; Planning activities, cost and resource management, risk management, team management

2006 **Certificate**

National Council for Combating Discrimination, Bucharest (Romania)
 Training course for anti-discrimination mediator

1992 – 1996 **Bachelor’s degree**

EQF level 6

Faculty of law, ”Hyperion” University, Bucharest (Romania)
 Judicial sciences

1981 – 1985 **Baccalaureat Diploma, Teacher**

“C. Negri” Pedagogical High School, Galati (Romania)
 Didactic activities for primary education

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
French	C2	C2	C2	C2	C2
English	C1	C2	B2	B2	B2
Italian	C1	C2	B2	B2	C2
Russian	B1	C1	B1	B1	C1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

Excellent written and verbal communication skills gained through my experience in education area
 Team spirit and good ability to adapt to multicultural environments
 Empathic listener and persuasive speaker
 Speaking in public, to groups, or via electronic media
 Excellent presentation and negotiation skills

Organisational / managerial skills

Able to lead others in high-demand situations
 Delegating tasks or responsibilities
 Evaluating performance, programs, processes, or events
 Supervising people or processes
 Able to coordinate several tasks simultaneously
 Coordinating activities or events
 Skilled in negotiations and people management

Strong educational background
Strong interpersonal skills and positive work ethic
Teaching formal or informal

Job-related skills Researching
Works efficiently under pressure
Focused, positive, emotionally stable, able to adapt effectively to challenging and emergency situations

Computer skills Good command of Microsoft Office™ tools (Word, Excel, PowerPoint), Internet, e-mail, etc. and the informatics equipment (copy systems, fax, video and scanner).

ADDITIONAL INFORMATION

Memberships Academic Foundation „Danubius” Galati
Romanian Association of Criminal Sciences
DAAAM International Organization
European Documentation Center at the "Danubius" University from Galati
Editorial Board - Acta Universitatis Danubius. Juridica
Editorial Board - Journal of Politics and Law, Canadian Center of Science and Education
Editorial Board - International Law Research (ILR) Canadian Center of Science and Education
Kiwanis Club Galati

March 25, 2013

Associate Professor PhD Jana MAFTEI