

PERSONAL INFORMATION



SVETLANA MELNIC

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Sex Female | Date of birth 30/06/1983 | Nationality Moldovan

WORK EXPERIENCE

01/05/2015–Present

International Relations Coordinator

Alecu Russo Balti State University
38 A. Puskin str., MD-3121 Balti (Moldova)
www.usarb.md

- Working with International Projects documentation, creating international databases
- Keeping the correspondence with International Relations Offices from other Universities
- Organizing International Events

Business or sector Education

01/10/2016–Present

Teaching Assistant Professor

Alexandru Ioan Cuza University of Iasi, Iasi (Romania)
www.uaic.ro

- Holding seminars and laboratory work in English for Business Studies
- Planning the course outlines
- Contributing to the development, planning and implementation of a high quality curriculum

Business or sector Education

01/10/2006–Present

Teaching Assistant Professor

Alecu Russo Balti State University, Balti (Moldova)

- Holding seminars and laboratory work in Professional and General English, English for Special Purposes
- Planning the course outlines, adapting courses to the learners specific needs
- Contributing to the development, planning and implementation of a high quality curriculum

01/10/2007–01/05/2015

Faculty Officer (Dean's Office)

Alecu Russo Balti State University, Balti (Moldova)

- Help in administering the educational process at the Faculty level
- Applying innovative organizational techniques in achieving performance in the field of higher education at the Faculty level

EDUCATION AND TRAINING

01/10/2016–Present

PhD studies

Alecu Russo Balti State University
38 A. Puskin str., MD-3121 Balti (Moldova)

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- Romanian Literature/ Comparative Literature

07/08/2018–09/01/2019

FULBRIGHT RESEARCHER

University of Arkansas at Little Rock, Little Rock (United States)

Fulbright Research Scholarship

01/10/2011–01/07/2014

Bachelor in Economic Sciences

Alexandru Ioan Cuza University of Iasi, Iasi (Romania)

- Economy of Commerce, Tourism and Services
 - Marketing, Management Accounting, Finance

01/09/2006–01/07/2007

Master in Modern and Classical Languages

Alec Russo Balti State University, Balti (Moldova)

- Linguistics and Discourse, Semiotics, Translation and Interpretation, Teaching Methodology in HEI

01/09/2002–01/07/2006

Bachelor in Philology (Licentiate in Philology)

Alec Russo Balti State University, Balti (Moldova)

- English Language and Literature and French Language and Literature
 - Linguistics, Translation and Text Interpretation Studies

01/09/1999–30/06/2002

Baccalaureate (High School)

Ion Creanga Theoretical Lyceum of Balti, Balti (Moldova)

- Humanities

PERSONAL SKILLS

Mother tongue(s) Romanian

Foreign language(s)

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

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

- Innovative and multilingual with special abilities in implementing workable plans

Organisational / managerial skills

- Decision making, critical thinking, organizing and planning
- Recognized for excellent organization skills and scrupulous attention to detail

Job-related skills

- Trustworthy, ethical and discreet
- Mentor skills gained as International Coordinator

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

Mastery of Microsoft Office programs (Word, Excel, PowerPoint, Access), Internet Explorer, Corel Draw Suite 11

ADDITIONAL INFORMATION

PROFFESIONAL DEVELOPMENT

09/07/2018 - 18/07/2018

DAAD Scholarship (Brussels-Belgium and Essen-Germany)

WORKSHOP: *FAIR PLAY – EQUAL CHANCES AT HIGHER EDUCATION INSTITUTIONS: DIVERSE PERSPECTIVES FROM GERMANY, GEORGIA, MOLDOVA AND UKRAINE*

02/10/2017 - 17/10/2017

Staff for Teaching Mobility (University of Bologna, Italy)

Scholarship within Erasmus+ Programme (Key Action 1, Mobility for Learners and Staff)

16/05/2016 - 21/05/2016

Staff for Training Mobility (University of Granada, Spain)

Scholarship within Erasmus+ Programme (Key Action 1, Mobility for Learners and Staff)

12/2016

Translator for OSCE (Organization for Security and Co-operation in Europe) within the Parliamentary Elections in Moldova)

04/2009

Translator for OSCE (Organization for Security and Co-operation in Europe) within the Parliamentary Elections in Moldova)

10/2008

Overall Translator for Capresti Elderly House, Capresti, Floresti, Moldova in partnership with Holland Max Television, Netherlands

06/2008

Overall Translator for Holland Max Television, Haarlem, Netherlands

04/2006 - 06/2006

Translator for the US National Centre of Evaluation, Testing and Educational Policy

Volunteer at Progress International Reading Literacy Study (PIRLS-2006) helping to implement the US National Centre of Evaluation project plans

09/2005

Translator for the USA CMI (Challenge Ministries International) Glodeni, Moldova

04/2005

Translator for the USA CMI (Challenge Ministries International) Lipcani, Rezina, Moldova

PROJECTS

Elevating the Internationalization of Higher Education in Moldova (ELEVATE) (Erasmus+ Capacity Building Project)

573921-EPP-1-2016-1-MD-EPPKA2-CBHE-SP

01/2017 – present

Position held: Administrative Staff Member

Technologies of graphite films formation with anti-adhesion and anti-wear properties by means of electro-erosion method

(Institutional Research Project) 15.817.02.41A
01/2017 – 08/2018
Position held: Translator

Promoting the quality culture of educational services in the context of internationalization of Alecu Russo Balti State University
(Project of university self-government)
09/2016 – 09/2017
Position held: Member of the implementation team

Creating Moldovan E-network for promoting e-teaching in the continuing professional education (TEACH ME)
(Erasmus+ Capacity Building Project)
561820-EPP-1-2015-1-DE-EPPKA2-CBHE-JP
2015 – 2018
Position held: Administrative Staff Member

INOSUSLEARN

Elaborating innovative sustainable development Model of the universities by way of researching young professionals' innovative culture
(Project for Young Researchers) 16.819.06.17A
01/2016-12/2017
Position held: Junior Scientific Researcher

Developing a Tool for Texts with Heterogeneous Structure Processing
(Institutional Research Project) 15.819.02.06A
03/2015 – 12/2016
Position held: Junior Scientific Researcher

PUBLICATIONS

BOOKS

BUILD UP YOUR VOCABULARY – co-authors Natalia Banaru, Liliana Golubenco, Natalia Bikovskaia, Balti Publisher, 2010

A book intended chiefly for high school and university students with a pre-intermediate and intermediate knowledge of English, as well as adult learners who wish to improve their English for practical and cultural purposes

COURSES

18-23 December 2016

Management of Human Resources

organized by the North-East Regional Centre for Studies, Piatra Neamt, Romania

HONOURS AND AWARDS

04/2005

DIPLOMA, 2nd Prize

English Public Speech Contest, Alecu Russo Balti State University, Moldova

06/2002

DIPLOMA

The Best Student of the Lyceum - 12th Grade, Ion Creanga Theoretical Lyceum of Balti, Moldova