

**Delia Mateias**

Bd. Gheorghe Duca Inginer, Nr. 13, Ap. 15,  
Postcode: 01107, Sector 1, Bucharest, Romania  
E-mail: delia.mateias@gmail.com; Phone: +40723152788

**Career overview**

An accomplished professional with 9 years' experience in reputed organisations looking for a career in your organisation promoting policy development and research on higher innovation.

**Education**

**Sept. 2006- Sept. 2007 Master of Public Administration in Educational Leadership and Management**, University of Newcastle upon Tyne, U.K.; The MPA was focused on professionals concerned with educational leadership and management in all sectors of education, including school leaders, administrators, consultants and (local) government officials. Thus I developed a critically reflective but practical understanding of key current issues in educational leadership and management. Main courses: Leadership and Strategic Management; Emotional Intelligence and Leadership; Middle Management in Education; The Management of Change in Educational Organisations; Human Resource Management in Education; Research Strategies and Methods. Dissertation: 'A study of the Impact of the Leadership Style on Organisational Climate in one School in Romania' (20.000 words); **Awarded financial support from the Romanian Government Special Scholarship program.**

**Sept.2000- July 2004 Faculty of Judicial and Administrative Sciences, Public Administration**, – "Constantin Brancusi" University, Tg. Jiu. The studies focused on learning and implementing public policies, serving as managers in the executive branches of local, state and federal government. These courses emphasised the systematic study of management and executive organisations. Many key skills and principles have been included during the college years: instruction in the roles, development and principles of public administration; public policy management; executive-legislative relations; public budgetary processes and financial management; administrative law; public personnel management; professional ethics as well as research methods.

**Sept.1993- July 1998 Pedagogical High School Baccalaureate, Specialisation – Teacher Kindergarten and Primary School**, "Spiru Haret" Normal School, Tg. Jiu. The courses were focused on the professional and academic foundation for teachers' careers providing a high education level. This has imparted knowledge and pedagogical skills necessary to teach the primary and kindergarten school curriculum (all subjects). I developed accordingly the ability to teach all levels of kindergarten and primary school (3-10 years old). Main courses: Pedagogy, Psychology, Pedagogic Practice, Romanian Language and Literature, Mathematics, Plastic Education, Musical Education.

**Employment History**

**January 2009- Present, Project Manager – "Beyond the School" – History of Bucharest in images, The Centre for Modern Education – Prague, in collaboration with The Association of the Beneficiaries of the "Romanian Government" Special Scholarship (Romanian NGO)**

**Duties:**

- Contributing to the overall project management effort of the relevant unit in the following ways:
  - Providing direction and coordinating the planning, development, implementation and evaluation of the project;
  - Interacting with external networks;
  - Managing technical and financial aspects of contracts linked to the project.

**March 2008 – August 2008, National Coordinator in Romania - Market Analysis for the Evaluation of the European Commission's (DG ENV) Environment for Young Europeans website** (<http://ec.europa.eu/environment/youth/>)

**Duties:**

- Coordinating the market research carried out in Romania among the pre-selected pilot schools, further developed my organisational skills;
- Utilizing communication abilities through briefing the school-level coordinators and visiting the schools to carry out the focus groups with them;
- Conducting one-on-one qualitative interviews with teachers involved exceptional interpersonal skills;
- Ensuring that the selected methodology is carried out in a harmonious way;
- Identifying and collecting best practices and innovative approaches;
- Reporting to European Schoolnet (in English).

**May 2002 – Present, Operator-research (collaboration) The Romanian Science Academy, Bucharest, Romania - Projects: 'Psychoecology', 'Didactic Creativity and Competence 'Mentorship', 'Culture, Education and Creativity in Youths's Life'**

**Duties:**

- Participating in all stages of research (established the methodology, selected the sample group, collected the data, centralized and processed the data), which gained me a powerful combination of knowledge, skills and research experience.

**November 2005 - August 2006: Teacher, "Iancului" School no 52, Bucharest, Romania**

**Duties:**

- Teaching all subjects across the primary school curriculum demonstrating patience, energy and enthusiasm;
- Liaising with various national and international schools/ institutions ('EUROPAtru Children', 'Green Week' and 'Spring Day in Europe', etc. organised by The Delegation of the European Commission in Romania (Dec. to Feb. 2005).

**April 2005 - October 2005: Social welfare officer of 'Marin Pazon' Centre, General Direction of Social Assistance and Child Protection, Bucharest.**

**Duties:**

- Was responsible for running all necessary activities to ensure the integration of children in their families, which involved in-depth interaction across a wide range of agencies.

**September 2000 – April 2005: Teacher, The School for Children with Special Needs, Tg. Jiu, Romania**

**Duties:**

- Successfully initiated, implemented and monitored the educational programmes/policies for the individual/collective case regarding the socialization, education and integration of school children in society;
- Investigated the psycho-educational problems-elaboration of several articles in 'Revista Invatorimii Gorjene'.

**September 1998 – August 2000: Teacher, The Primary School Popesti, Romania**

**Duties:**

- Responsible for the entire functionality of educational process (planning, teaching, monitoring, evaluation) of two classes simultaneously engaged my commitment and stamina;
- Improved the educational and administrative conditions of the school.

**Volunteering**

**July 2008 – Present - Volunteer in the Association of the Beneficiaries "Romanian Government" Special Scholarship, President of Youth Actions Department (Romanian NGO)**

**Duties:**

- Coordinating the youth actions at national/international levels (administrative tasks: invitations, e-mailing, follow up calls, document management, PowerPoint presentations), required leadership skills, problem-solving under pressure and enthusiasm.

**Training Programs**

- Certificate for "Beyond the School" Project, Education and Culture DG –Lifelong Learning Programme and Centre for Modern Education, Prague, Czech Republic (February 2009);
- Postgraduate Course in Public Administration, National Institute of Public Administration, Bucharest, Romania (May – July 2008);
- Internship – The National Agency for European Programs in Education and Training, Bucharest, Romania (July 2008);
- Certificate for Linguistic Competence-English language, Level B2-advanced of European marking system, University of Craiova, Interlingua Center (July 2006);
- Certificate Course in Computers, National Association of Computer Experts Formatting, Tg. Jiu, Romania (2004);
- Special Psycho Pedagogy Course, University Constantin Brancusi – Tg. Jiu, Romania (Oct. 2001–May 2002);
- Certificate for Linguistic Competence-English language, University Constantin Brancusi – Tg. Jiu, Romania (July 2000);
- Final Didactic Degree, University of Craiova, Romania (1998 – 2000).

**Publications**

- Articles: 'How do learning difficulties appear and manifest?', 'Teacher-student relationship as a stimulant factor for study', 'Scholar motivation for learning' (published in 'Revista Invatorimii Gorjene'); 'The Evaluation of the Environment for Young Europeans Website' (published in Ziarul Financiar); 'The School Cimate' (published in the Psychology Magazine, published by the Romanian Academy).

**Awards**

- Awarded the 'Romanian Government' Special Scholarship offered bilaterally by the United Nations Development Programs and Romanian Government for pursuing the Master of Public Administration in Educational Leadership and Management at Newcastle University, U.K.(2006-2007);
- 'Outstanding Teacher Award' for the 7 years tenure by Ministry of Education.

**Spoken Languages**

- Romanian- mother tongue
- English – advanced
- French - beginner

**Skills:** MS Office and Internet; Driver skills: driver license category B

**Aptitudes:** Innovator, responsible, organised, persevering, ambitious, professional person

**Hobbies:** Literature, outdoor activities, music, fashion (fashion stylist, catwalk model)

**References**

- **Dr. Alexa Joyce**, Communications & Development Manager, European Schoolnet, Belgium, +32 2 790 7554, [alexa.joyce@eun.org](mailto:alexa.joyce@eun.org)
- **Dr. Ann Briggs**, Professor of Educational Leadership, Newcastle University, U.K., +44 (0)191 222 6560/6553, [ann.briggs@ncl.ac.uk](mailto:ann.briggs@ncl.ac.uk)