

Curriculum vitae

Personal information	
Name / First Name	TEODORESCU Ion - Claudiu
Address	Baia de Fier, Gorj, Romania
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E-mail(s)	claudiu.teodorescu@just.ro
Nationality	Romanian
Date of birth	26.05.1981
Job applied for	
Work experience	
Period	09.01.2017 - present
Position held	General Secretary
Main activities and responsibilities	Coordinates the good functioning of compartments and activities with functional character within the ministry and provides operational link between the minister of justice and heads of all the compartments, represents the ministry, based on the authority granted by the minister of justice, in the relations with other public authorities and institutions and with the natural and legal persons.
Name and address of employer	Ministry of Justice
Type or sector of activity	Public administration
Period	January 2014 - December 2015
Position held	Deputy General Secretary
Main activities and responsibilities	Coordination of the activity of Financial-Accounting Directorate and Investments Directorate and of two of the units subordinated to the Ministry of Justice, "Prof. dr. Constantin Angelescu" Hospital and "Medical Centre for Diagnostic and Outpatient Care". Holding the position of Chief Authorising Officer for the activities: opening, repartition and withdrawal of budgetary credits stipulated in the State budget for the Ministry of Justice; approval of the annual procurement programme; commitment of expenditure. He is also responsible for the commitment, approval of invoices for payment and the signature of contracts and documents created and issued for the activity of the Directorate for Implementing the Projects Finances from External Loans
Name and address of employer	Ministry of Justice
Type or sector of activity	Public Administration
Period	12 February 2015 - January 2016

Position held	Member
Main activities and responsibilities	Proposes to the Senate the appointment and dismissal of the president and vice-president of the Agency; finds out the suspension from office of the president and vice-president of the Agency; approves by decision the regulations for organisation and operation of the Council, of the Council's committees and of the internal rules of conduct; approves the regulation for vacancy-filling contest procedure for the positions of president and vice-presidents of the Agency; analyses the information and reports that he submits to the president of the Agency referring to its activity quarterly or whenever these are asked by the Council, through its president etc.
Name and address of employer	National Integrity Council
Type or sector of activity	The National Integrity Council is a representative body, under parliamentary control exercised by the Senate of Romania.
Work experience	
Period	June 2014 - November 2015
Position held	Principal Adviser (civil service)
Name and address of employer	National Probation Directorate
Type or sector of activity	The National Probation Directorate is under the direct coordination of the minister of justice
Period	August 2012 - 27 January 2014
Position held	Prefect
Main activities and responsibilities	Management of deconcentrated public services of ministries and of the other specialty bodies of the central public administration, organised at the level of county of Gorj; verification of the legality of the administrative acts of the county council, local council and mayor; ensuring the implementation and observance of the Constitution, of laws, Government ordinances and decisions, of the other regulatory acts and of public order;
Name and address of employer	Prefecture - county of Gorj
Type or sector of activity	Public administration
Period	July 2012 - August 2012
Position held	Principal Adviser
Main activities and responsibilities	Management of projects financed from Structural Funds in the IT&C field
Name and address of employer	Intermediary Body for the Promotion of Information Society
Type or sector of activity	Financial Management and Control Directorate
Period	July 2010 - July 2012
Position held	Chairman of the Board of Directors
Main activities and responsibilities	Administrative
	Pneumophtisiology Hospital Tudor Vladimirescu

Name and address of employer	Public Administration
Type or sector of activity	December 2011 - July 2012 Member of the General Assembly of Associates
Period	Administrative
Position held	
Main activities and responsibilities	S.C. Vargul Papusa S.A.
Name and address of employer	Administrative - Tourism
Type or sector of activity	March 2010 - July 2012 Member of the General Assembly of Associates
Period	Administrative
Position held	
Main activities and responsibilities	S.C. Tisprest S.A.
Name and address of employer	
Type or sector of activity	2008 - July 2012 County Counselor
Period	Administrative activities according to the specific legislation
Position held	
Main activities and responsibilities	Council of County Gorj
Name and address of employer	Administration
Type or sector of activity	2004 - July 2012 Parliamentary expert - Chief of Cabinet Coordinator - Parliamentary Office
Period	
Position held	
Main activities and responsibilities	Parliament of Romania, Chamber of Deputies
Name and address of employer	Legislative, Public Central Administration
Type or sector of activity	7 January 2009 - 1 October 2009 Personal counselor of the minister
Period	Personal counseling
Position held	
Main activities and responsibilities	Government of Romania, Department for the Relation with the Parliament
Name and address of employer	Executive, Public Central Administration
Type or sector of activity	2000 - 2002 Teacher - Socio-Human Chair
Period	Didactic activities, pre-university teacher
Position held	
Main activities and responsibilities	High School Rovinari, Rovinari, Gorj
Name and address of employer	Education
Type or sector of activity	
Education and training	October 2013 - June 2015 Master graduate

Period	Criminal and Forensic Sciences
Qualification/Diploma obtained	
Mains subjects studied/professional skills obtained	Faculty of Law, Free International University of Moldova
Name and type of the education institution	Master postgraduate studies
Level in the national or international classification	October - December 2013 Certificate attesting professional skills in the field "Military Sciences, Information and Public Order"
Period	Military Sciences, Information and Public Order
Qualification/Diploma obtained	
Main subjects studies/professional skills obtained	National Academy of Information "Mihai Viteazul", Faculty of Information
Name and type of the education institution	Postgraduate Training and Continuous Development Program: National Information College
Level in the national or international classification	May - November 2013 Certificate for the graduation of the Specialised Training Program for a civil service corresponding to the category of senior civil servants within the project "Strengthening performance of Prefects and Deputy Prefects of Romania in the context of EU integration and of the administrative and financial decentralization"
Period	Module 1 - Implementation of public policies in the territory
Qualification/Diploma obtained	Module 2 - Ensuring legality in the territory
Main subjects studies/professional skills obtained	Module 3 - Management and coordination of deconcentrated public services Module 4 - Management of crisis situations Module 5 - Modern public management - challenges and opportunities Study visit in France, city of Paris, at the following institutions: Prefecture Seine-Saint-Denis, Ministry of Internal Affairs - General Secretariat, Ministry of Internal Affairs - General Secretariat/DMAT (Directorate for modernisation and territorial action), General Directorate for Civil Security and Management of Crisis Situations, ENA - National Administration School, Centre for High Studies of the Ministry of Internal Affairs in France
Name and type of the education institution	National Civil Servants Agency
Level in the national or international classification	January 2013 - May 2013 Specialized Training Program for a civil service corresponding to the category of senior civil servants, for the efficient management of the activities of these positions.
Period	
Qualification/Diploma obtained	

Main subjects studies/professional skills obtained	National Civil Servants Agency
Name and type of the education institution	
Level in the national or international classification	10 - 26 April 2013 Graduation Certificate
Period	
Qualification/Diploma obtained	Security and good governance
Main subjects studies/professional skills obtained	National Defence College
Name and type of the education institution	
Level in the national or international classification	5 - 19 December 2012 Graduation Certificate
Period	
Qualification/Diploma obtained	Security, diplomacy and external politics
Main subjects studies/professional skills obtained	Romanian Diplomatic Institute
Name and type of the education institution	Refresher course
Level in the national or international classification	May - September 2008 Graduation Certificate
Period	
Qualification/Diploma obtained	International relations, Diplomacy, ceremonial and protocol.
Main subjects studies/professional skills obtained	Romanian Diplomatic Institute
Name and type of the education institution	Refresher course
Level in the national or international classification	2002 - 2007 Bachelor Diploma, graduated in July 2011
Period	
Qualification/Diploma obtained	Political sciences
Main subjects studies/professional skills obtained	National School of Political and Administrative Studies Faculty of Political Studies
Name and type of the education institution	Bachelor university studies
Level in the national or international classification	10 June 2011 - 24 June 2011 Trainer Diploma
Period	
Qualification/Diploma	Professional training preparation, carrying out of training

obtained	activities, evaluation of the attendees to training, training marketing etc.		
Main subjects	SC Paidea SRL		
studies/professional skills	obtained		
Name and type of the education institution	Graduation Certificate		
Level in the national or international classification	2004 - 2005		
Period	Master Diploma - Political Management		
Qualification/Diploma obtained	Public policies, political marketing, parties and parties' systems, Community law		
Main subjects	School of Postgraduate Academic Studies "Ovidiu Sincai"		
studies/professional skills	obtained		
Name and type of the education institution	Postgraduate Master Studies		
Level in the national or international classification	2000 - 2004		
Period	Bachelor Diploma - Law - Legal Sciences		
Qualification/Diploma obtained	Civil law, Criminal law, Civil procedural law, Criminal procedural law, Law		
Main subjects	Faculty of Legal and Administrative Sciences, University "Constantin Brancusi"		
studies/professional skills	obtained		
Name and type of the education institution	Academic studies		
Level in the national or international classification	1996 - 2000		
Period	High School Diploma		
Qualification/Diploma obtained	Philology Specialisation		
Main subjects	Theoretical High School Novaci		
studies/professional skills	obtained		
Name and type of the education institution	Academic studies		
Level in the national or international classification			
Known foreign language(s)			
Self-evaluation	Understanding	Speaking	Writing
<i>European level</i>	Listening Reading Written expression	Discussion	Oral speech
French	B2 B2	B2 B2	B2
English	B2 B2	B2 B2	B2
	B2 = independent user		
	<i>(*) Common European Framework of Reference for Languages</i>		

Social skills	Communicability, sociability, spontaneity, good coordinator of social activities
Organizational skills	Good organizer and coordinator, seriousness, ingenuity, resistance to stress conditions, resistance to prolonged working conditions, team work
Technical skills	
Computer use skills	Operating of software: Word, Excel, Power Point, Outlook Express, FoxPro, Google Chrome, Mozilla Firefox, Internet Explorer etc.
Artistic skills	
Other skills	
Driving licence	B category