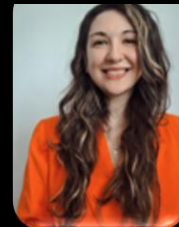


TEODORESCU IOZEFINA DIANA



Contact

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Personal Information:

DOB: 16/05/1993 Nationality:

Romanian

Skills

- Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Reporting
- Project management
- Data management
- Strategic Planning
- Training

Soft skills:

- Team work
- Team management
- Timely communication
- Building stakeholders relationships
- Conflict resolution
- Cultural sensitivity
- Resilience
- Learning agility
- Problem-solving
- Organization
- Prioritization
- Coordination
- Crisis management

Education

2024-present: Master: Development, International Cooperation and Humanitarian Aid

Summary

Productive employee with proven track record of successful project management implementation, monitoring, evaluation, reporting, information management, team coordination and producing quality outcomes through execution, capacity building, leadership and team motivation. Works with various stakeholders to determine requirements and provide excellent outcomes.

Experience

Project Manager

Romanian Red Cross | 04/ 2025 – Current

- Overseeing project planning, execution, and completion, ensuring alignment with strategic goals and objectives.
- Leading cross-functional teams, managing stakeholders, and optimizing resources for successful project delivery.
- Monitoring key performance indicators and implementing process improvements to drive efficiency and impact.

Sphere Humanitarian Standards Focal Point Representative&Trainer

Sphere Humanitarian Standards: | October 2023 – current (The first listed Romanian Trainer)

World Vision Romania | October 2023 – 04/2025 (FP&Trainer)

- Led activities to promote Sphere Humanitarian Standards in the country
- Led Capacity building: lead facilitator of Sphere webinars and trainings dedicated to staff and partners (more than 100 people trained)<https://spherestandards.org/focal-points/world-vision-romania/>
- Developed training design applying the principles of adult learning; needs assessment tools and training evaluation reports;
- Organized Sphere Handbook distribution event (June 2024)<https://spherestandards.org/sphere-in-romania-from-classroom-to-implementation/>
- Coordinate and report to the Sphere Secretariat/Sphere Network;
- Represented WVR at the Sphere Focal Point Forum in Antalya organised by IFRC: speaker in the session facilitated by CHS Alliance about the way WVR puts affected people at the center of our humanitarian work;
<https://worldvision.ro/wp-content/uploads/2024/02/UCR-Children-and-Youth-Perceptions-FINAL.pdf>
- Attended the Sphere ToT in Germany organized by Aktion Deutschland Hilft.

Education in Emergency & Community Engagement Specialist

World Vision Romania | 09/ 2023 – 04/2025

National University of Political Studies
and Public Administration
2017-2019: Master's degree:
Tourism and religious heritage
University of Bucharest, FTOUB

2014-2017: Bachelor's degree:
Geography of Tourism
University of Bucharest, Geography
Department

Languages

Romanian: First Language

English:

Upper Intermediate (B2)

Korean:

Elementary (A2)

- **DEC Project-UKRAINE CRISIS RESPONSE**
- Coordinate operational activities to meet project deadlines; Led the the education outcome indicators achieved with targets to exceed 100% (ITT); <https://worldvision.ro/2024/09/12/dec2b-project-over-1600-children-received-support-last-year/>
- Monitor and report quality education activities. <https://www.wvi.org/publications/education/mid-year-review-education-children-displaced-conflict-ukraine-start-2023> (pg 9-10 Romania section contribution);
- Plan efficient use of resources to keep within budget restrictions;
- In coordination with the Program Development Team, support the design of specific protection, advocacy and education outcomes for project cycle management and provide technical input to all project reports; lessons learned workshops;
- Staff capacity development (including recruitment interviews);
- In collaboration with MEAL team analyzing data to assess program effectiveness (Power BI, Focus Group);
- Networking and external engagement: engaging with different stakeholders and representing the organization at various events/conferences/working groups (inter-agency Education WG (UNICEF)/public authorities).
- **Marketing: Local Development Projects:** led volunteering program as the national volunteer coordinator. Volunteer Data Management.
- Managed, designed and implemented, corporate social responsibility (CSR) volunteering projects to align with organizational values and community needs.
- Coordinated volunteer engagement, fostering collaboration between employees and external partners to maximize impact.
- Tracked and reported on key performance indicators to assess the effectiveness of programs and ensure continuous improvement.

Project Officer

World Vision Romania | 01/ 2023 – 09/2023

- **GAC, DFAT, GIRRO, PNS Korea projects- UKRAINE CRISIS RESPONSE**
- Managed team scope, schedule and assignments for duration of project;
- Coordinated activities in the field;
- Managed the event planning and coordination, including diary management, capacity building and organizing logistics for project-wide events; lessons learned workshops.
- Cultivated and strengthened project stakeholder relationships;
- Implemented the project indicators according to the proposed implementation plan;
- Coordinated with MEAL team to assess and analyze data for project outcomes indicators related to: affected people, data disaggregation etc. (ITT, Power BI);
- <https://www.wvi.org/publications/report/ukraine/ukraine-crisis-response-two-years-report> (contribution Romania section pg.9)
- Provided support to the Project Manager and the entire implementation team;
- Reported to project/programme donors;

Project Manager

World Vision Romania | 11/2022 -02/2023

- **CITI: Local UKRAINE CRISIS RESPONSE**
- Initiated, planned, monitored, coordinated and completed project implementation; 100% project indicators achieved;
- Delivered monthly/final reports to the donor;

- Built collaborative working relationships with project teams;
- Oversaw operational aspects of projects, staffed project teams and directed activities to achieve budget targets;
- Developed and monitored implementation strategies by creating project schedules and work plans;
- Applied successful project management techniques to enable project delivery within budgetary and time constraints.

Volunteering Department Coordinator

[Association for Children and Elderly „St. Hristofor“](#) | 06/ 2020 – 12/ 2022

- Led and coordinated volunteer projects and campaigns, ensuring alignment with project objectives and performance indicators.
- Managed teams, organized events, and facilitated outreach efforts to maximize impact.
- Tracked progress and contributed to achieving measurable results in line with organizational goals.

Educator&Day Care Centre Coordinator

[Social Assistance and Child Protection Directorate Sector 5- C.S.S.Z.C.-Day Care Center „Mihail Sadoveanu“](#) | October 2021 - October 2022

- Designated Day Care Centre **coordinator** in the cultural intervention project *Stories that make us well* organised by Ion Creanga Theatre in partnership with DGSAPC S5 (March-September 2022);
- Coordinated and organised activities/evaluation/reports/drafting of beneficiary files; Beneficiary data management;
- Provided educational support for beneficiaries; organised creative workshops; Delivered Personal Development Sessions; Provided remedial classes;
- Developed creative teaching materials, designing to assist in educating lesson topics;
- Maintained long-lasting student relationships by acting as a counsellor, as well as providing emotional and educational support.

Education Assistant

[Association Local Action Group Sect.5-"Courage" Socio-educational Center](#) | March 2020 - December 2020

- Assisted beneficiaries in education;
- Devised long-term support plans for children with learning or emotional difficulties;
- Maintained excellent student relationships by providing ongoing support;
- Led after school clubs and extracurricular activities, keeping pupils inspired and engaged.

Certifications/ Training courses/Refresher courses

- March 2025: **Humanitarian Leadership Academy: Certificate Project Management**
- February 2025: **MEAL DPro: Monitoring, Evaluation, Accountability and Learning for Development Professionals**-Humanitarian Leadership Academy
- February 2025: **Disaster Risk Reduction in Humanitarian Action-United Nations** Institute for Training and Research (UNITAR)
- December 2024: **Sphere in practice ToT Certificate**
- August 2024: Certificate **Working With Volunteers: Connect,**

Engage, Develop-Udemy

- May 2024: Certificate **Data Protection Training**-Humanitarian Data Solutions
 - April 2024: Certificate **Project Management Essentials**- Cornerstone OnDemand Foundation
 - March 2024: Certificate New **Disaster Management Foundation** (WV-includes BBR, CPHA, DH ,PHA, CHS, PSEA, EiE certificates)- World Vision International
 - January 2024: Certificates: **How to be a Sphere Champion/Sphere in practice/How to use the Sphere Handbook (SPHERE)**
 - June 2023: Certificate **Diversity, Equity and Inclusion (DEI): Unconscious Bias (WVI)**
 - May 2023: Certificate **Psychosocial Support and Social and Emotional Learning**-e-module- Creative Associates International
 - September 2022: Certificate **Specialist Educator** accredited by National Qualifications Authority (ANC)
 - June 2022: Certificate: **Technician in Social Work/Assistance** (ANC)
 - November 2021: Certificate Webinar: SCIM Evaluation-Annualy report 2021 (Harrison Consulting and Management SRL)
 - November 2021: Certificate of participation Conference - Understanding intercultural modes of communication (King Sejong Bucharest Institute)
 - February 2020: Certificate: **Trainer** -ANC
 - Study visit „The power of tolerance” (Marrakech-Maroc) – Young for Civil Society Development Association
 - Certificate Management and Leadership (C.P.P.E.S.C.T.B)
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