



Curriculum vitae Europass

Personal information

First name / Last name **GÂRBO VIORICA IRINA**
Address CLUJ- NAPOCA Firiza street, nr 10 , ap 24
Telephone telefon 0264/264248 , 0744-111118
E-mail vioricagarbo@yahoo.com
Nationality romanian
Date of birth October 14th 1957
Sex Feminin

**Desired employment /
Occupational field** Univ „Bogdan – Vodă” Cluj-Napoca

Professional experience

Period October 2007 until present –
Occupation or position held Lecturer

Employer name and address University "Bogdan Voda" Cluj-Napoca, Faculty of Economics, Department of Finance and Accounting and Computer;
Romania, Cluj-Napoca, Str G.Alexandrescu nr 26A
Website -www.ubv.ro

Main activities and responsibilities - teaching courses and seminars:
-Insurance and Reinsurance, insurance of goods and people
-Management of internal and international security,
-Management of life-insurance and health
-The study of occupations and jobs,
-Human Resources Management;
- Directing students to develop work degree;
- research and publication in the fields of competence;
- Professional advice for partners and / or business firms.

Period From april 2005 until 10 november 2007
Occupation or position held Economist / Adviser president / risk management
Main activities and responsibilities improving and changing the conditions of insurance for underwriting insurance "non-life" contracts
Employer name and address S.C. Asigurare Reasigurare ARDAF S.A.
Str. Xenopol nr. 3, 400475 Cluj-Napoca, Romania
Website: www.ardaf.ro

Type or sector of activity General insurance
Period march 2001 – march 2005
Occupation or position held Deputy Director General in March 2001 / May 2002 - October 2004 President and CEO

Main activities and responsibilities	-coordination of underwriting and transfer of amounts written over the company's financial capacity. -investing in the position of CEO, the company was in the case of "special supervision" of the CSA of the Romanian Bank Scot bankruptcy where the company had deposited assets covering technical reserves. In June 2002, I managed the company's recovery and removal from the procedure "special surveillance. " -I got a turnover increase 34% in 2002 compared to 2001 and by 37% in 2003 compared to 2002 and in early 2004, an increase of 35.5% over the same period of 2003. -In September 2004 he decided to move the company headquarters in Bucharest and the majority shareholder has decided the firm to be headed by a person in Bucharest
Employer name and address	S.C. Petrol Asigurare Reasigurare PETROAS S.A. Str. Piata Cipariu nr. 1, 400475 Cluj-Napoca, Romania,
Type or sector of activity	General insurance
Period	March 2000- march 2001
Occupation or position held	President advisor
Main activities and responsibilities	improving and changing insurance conditions of insurance contracts to "non-life. "
Employer name and address	S.C. UNITA S.A.
Type and sector of activity	General insurance
Period	june 1997 –december 1999
Occupation or position held	Deputy General Director
Main activities and responsibilities	perfecting the methodology and conclusion of insurance underwriting company, branch staff recruitment and selection, sizing and organization's branches and agencies, contacting, contracting and concluding contracts underwritten reinsurance for amounts that exceeded the company's financial capacity.
Employer name and address	S.C. Petrol Asigurare Reasigurare PETROAS SA
Type or sector of activity	Asigurări generale
Period	june 1994-may 1997
Occupation or position held	Chief security / insurance manager
Main activities and responsibilities	perfecting the methodology and conclusion of insurance underwriting company, devising technical standards work for insurance contracts - guiding and coordinating activities of the company's sales network
Employer name and address	S.C. Asigurare Reasigurare ARDAF S.A.
Type or sector of activity	General insurance
Period	june 1986- may 1994
Occupation or position held	Insurance inspector
Main activities and responsibilities	- contacting, contracting and closing insurance contracts for all forms of insurance from the company portfolio - Directing and coordinating authority of insurance agents in the industry. Statistics and information required by the central management agencies on insurance premiums for my insurance and subordinated undersigned.
Employer name and address	ADAS , S.C. ASIROM SA
Type or sector of activity	Composite insurance
Education and training	
Year	24 october 2008
Qualification awarded	The title of " Management Doctor "
Principal subjects / occupational skills	Human resource management in insurance companies in Romania
Name and type of organization providing education and training	"Babes-Bolyai" University, Cluj-Napoca / Faculty of Economics and Business Administration

Year 1984
 Qualification awarded License
 Name and type of organization providing education and training Babes Bolyai University, Faculty of Economics, Industrial Economics Department of Construction and Transportation

Year 1977
 Qualification awarded School graduate
 Name and type of organization providing education and training School of Mathematics and Physics nr. 1, Cluj-Napoca

Personal skills and competences

Mother language romanian

Autoevaluation
 European level (*)

English
French

Understanding				Speaking				Writing	
Listening		Reading		Participating in conversation		Oral speech		Written expression	
C1	Medium user	C1	Medium user	B2	Medium user	A2	Elementary user	A2	Elementary user

B2 Medium user B2 medium user B2 medium user A2 elementary user A2 elementary user

(*)Common European Framework of Reference for Languages

Social skills and competences Networking and communications

Organisational skills and competences Capacity of analysis and synthesis

Technical skills and competences Technical and insurance legislation and education

Skills and competences of computer use Word, PowerPoint, Excel

Artistic skills and competences Artistic Sewing arras

Other skills and competences

Permit B category