

# Curriculum vitae Europass



## Personal information

Surname/ First name

**Clapon Carmen-Mădălina**

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Nationality

Romanian

## Professional experience

Occupation or position held

Expert, ANCOM

Main activities and responsibilities

Wide international experience, in both the electronic communications and postal sector, actively representing Romania in ITU and other international forums such as CEPT, Fratel and UPU.

Being part of ANCOM's international event organization teams, she has contributed to both logically and content-wise (e.g. ANCOM International Conference, MoUs, plenaries, forums).

She has experience in delivering presentations and moderating sessions at international events hosted by organisations such as Fratel and ITU.

In 2019, she successfully coordinated the organization of the FRATEL plenary meeting held in Bucharest. In 2022, she was part of the team responsible for organizing the ITU Plenipotentiary Conference (PP-22), held in Bucharest, Romania. She also coordinated the Ministerial Roundtable (25 September 2022) which concluded with the adoption of the Bucharest Declaration on "Building a Better Digital Future for All", a 10-point call to action for identifying ways to accelerate progress and building back better digitally.

Since October 2023, she has held the position of Vice-Chair of ITU Telecommunication Development Sector (ITU-D) Study Group 2, representing the Europe region. In this capacity, she actively contributes by presenting reports and submitting contributions, moderating informal sessions, and participating in discussions while taking the floor during meetings.

<b>Education and training</b>	<p>2009 – Master degree in Communication and Public Relations, Faculty of Communication and Public Relations, National School of Political and Administrative Studies (SNSPA)</p> <p>December 2008 - Training course "Understanding the decision-making process in the European Union: Principles, Procedures, Practices", organized by the European Institute for Public Administration (EIPA), Maastricht, The Netherlands</p> <p>November 2007 - Training course "Negotiations at European level", organized by the National Institute of Administration (INA)</p> <p>2000 – Bachelor degree of College of Administration, University of Bucharest</p> <p>2001 – Graduate of the Faculty of Foreign Languages and Literatures, English-French section, Spiru Haret University</p> <p>1994 - Grigore C. Moisil High School, Onești, Bacău County</p>																								
<b>Personal skills and competences</b>	<p>Professional skills</p> <ul style="list-style-type: none"> <li>- specialized knowledge in international relations and expertise in legislation related to electronic communications and postal services</li> <li>- competence in drafting various documents (official correspondence, presentations for international events, MoUs, speeches, mandates, reports, etc.)</li> <li>- the capacity to make quick and accurate decisions</li> <li>- initiative, adaptability, team spirit, a positive attitude and respect for colleagues</li> <li>- ability to analyze and prioritize actions</li> <li>- computer operations and digital tools</li> <li>- ability to self-improvement and leveraging gained experience</li> <li>- proactive attitude and professionalism in interactions with colleagues of the institution</li> <li>- ability to manage and overcome stress, tension and discomfort in challenging situations</li> <li>- ability to work with a large volume of information without losing it in detail</li> <li>- quick decision-making and response skills in emergency situations</li> </ul> <p>Communication skills:</p> <ul style="list-style-type: none"> <li>- strong ability to communicate effectively at an official level, ensuring clarity and professionalism</li> <li>- skilled in networking and building relationships with stakeholders involved in various projects</li> </ul> <p>Technical skills</p> <ul style="list-style-type: none"> <li>- capable of adapting to new technologies and digital solutions to enhance productivity and efficiency</li> <li>- knowledgeable in troubleshooting and resolving common technical issues related to devices, software, and networks</li> </ul>																								
<b>Mother tongue</b>	<b>Romanian Language</b>																								
<b>Other languages</b>																									
<b>Self-assessment</b>																									
<b>European level (*)</b>																									
<b>English</b>	<table border="1" data-bbox="500 1425 1495 1605"> <thead> <tr> <th colspan="2">Understanding</th> <th colspan="2">Speaking</th> <th colspan="2">Writing</th> </tr> <tr> <th>Listening</th> <th>Reading</th> <th>Spoken interaction</th> <th>Spoken production</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>C1</td> <td>C1</td> <td>C1</td> <td>C1</td> <td>C1</td> <td>C1</td> </tr> <tr> <td>C1</td> <td>C1</td> <td>C1</td> <td>C1</td> <td>C1</td> <td>C1</td> </tr> </tbody> </table>	Understanding		Speaking		Writing		Listening	Reading	Spoken interaction	Spoken production			C1											
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<b>French</b>																									
<b>Social skills and competences</b>	<p>(*) <a href="#">Common European Framework of Reference (CEF) level</a></p> <p>Team spirit, effective communication, adaptability, and a commitment to continuous evaluation and a strong commitment to personal and professional growth through continuous evaluation and improvement.</p>																								
<b>Organisational skills and competences</b>	<p>Strategic planning, project coordination, analytical and synthesizing skills, attention to details, the ability to meet deadlines and prioritize tasks effectively while maintaining high standards of quality and efficiency.</p>																								
<b>Computer skills and competences</b>	<p>MS Office (Word, Excel, PowerPoint), Windows communication platforms and basic troubleshooting skills.</p>																								