



Andrei Alexandru Galan

Date of birth: 23/09/1991 | **Nationality:** Romanian | **Gender:** Male |

andrei.galan@comunicare.ro | 060882, Bucharest, Romania

● WORK EXPERIENCE

17/02/2020 – CURRENT

ASSOCIATE TEACHER – NATIONAL UNIVERSITY OF POLITICAL STUDIES AND PUBLIC ADMINISTRATION

Educational activities:

- Discipline holder of **Events Management** - Preparation and support of Events Management courses and seminars for students from the undergraduate university cycle - Communication & Emerging Media, taught in English.
- Discipline holder of **Professional Internship** - Preparation and support of Professional Internship courses and seminars for students from the undergraduate university cycle - Communication & Emerging Media, taught in English.
- Discipline holder of **Communication on Mobile Devices** - Preparation and support of Communication on Mobile Devices courses and seminars for students from the undergraduate university cycle - Communication & Emerging Media, taught in English.
- Discipline holder of **Internship** - Preparation and support of Internship courses and seminars for students from the undergraduate university cycle - Communication & Emerging Media, taught in English.

Address bucuresti

08/2021 – CURRENT – Bucharest, Romania

EXPERT EVALUATOR – ROMANIAN AGENCY FOR QUALITY ASSURANCE IN HIGHER EDUCATION (ARACIS)

Main activities:

- Participation in the delegated commissions for the evaluations of doctoral IOSUD.
- Carrying out evaluations of doctoral IOSUD at a national level.
- Preparation and participation of evaluation reports of doctoral IOSUD.
- Reporting the evaluations performed of the doctoral IOSUD to ARACIS.

24/01/2022 – 10/2022 – Bucharest, Romania

RADIO GENERAL PRODUCER – VIRGIN RADIO ROMANIA

General tasks - Content creation for broadcast hours:

- Daily developer outline
- Keeping the newsletter and reserve topics
- Creating topics / topics daily
- Weekly columns
- Campaigns to promote the morning meal
- Guest proposals + programming
- Liaison with sales for sponsor interventions
- Liaising with social media and marketing for all online appearances on SM pages and website.
- Pay attention to the subjects launched in the morning for a possible replacement on the developer
- Mentions about the entire show

2014 – CURRENT

PARALEGAL – ROSU & BALASOIU LAW OFFICE

Main activities:

- Legal Research and Presentations - a large part of this consists of conducting legal research and gathering relevant information to the case. This includes researching the facts of the case as well as identifying the appropriate laws, judicial decisions, and legal articles relevant to the case.
- Drafting Legal Documents - this can include drafting correspondence and pleadings, such as complaints, subpoenas, interrogatories, deposition notices, pretrial orders, and legal briefs with various parties.
- Law Office Administration – handle administrative tasks such as filing papers, answering telephone calls, and maintaining and organizing reference files.

Address Bucharest, Romania

2013 – CURRENT

SENIOR PUBLIC RELATION OFFICER AND SOCIAL MEDIA SPECIALIST – MEDIACITYUK - LIVE NATION UK

Main activities:

- Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging and audience identification
- Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action
- Create editorial calendars and syndication schedules
- Continuously improve by capturing and analyzing the appropriate social data/metrics, insights and best practices, and then acting on the information
- Collaborate with other departments (customer relations, sales, etc) to manage reputation, identify key players and coordinate actions

Address Manchester, United Kingdom

09/2018 – CURRENT

PUBLIC RELATIONS DEPARTMENT MANAGER – GLOBAL EXECUTIVE S.R.L

- Building and implementing the social media strategy through competitive research
- Generating, editing, publishing, and sharing daily content (text, images, video, or HTML original) that create significant connections
- Create the editorial calendar
- Continuous improvement by capturing and analyzing appropriate social data / measurements of perspectives and best practices.

Address Romania

07/2018 – 12/2018

PUBLIC RELATIONS DEPARTMENT MANAGER – DAMIAN DRAGHICI EVENTS

- Building and implementing the social media strategy through competitive research
- Generating, editing, publishing, and sharing daily content (text, images, video, or HTML original) that create significant connections
- Create the editorial calendar
- Continuous improvement by capturing and analyzing appropriate social data / measurements of perspectives and best practices.

Address Bucharest, Romania

09/2010 – CURRENT

ADVERTISING AND PUBLIC RELATIONS MANAGER – FREELANCER

Main activities:

- Overall project hands-on: venue scouting, contracting & third parties negotiations, ticketing policies, artists management.

- Booking Agent – new business responsibilities for increasing the existing clients' pool (city halls, clubs, malls etc); contracting; overall coordination for all parties involved in an on-going project.
- Event Manager – overall event coordination for both location and artists

Address Bucharest, Romania

● EDUCATION AND TRAINING

01/10/2019 – CURRENT – Bucuresti

PHD - COMMUNICATION SCIENCES – National School of Political and Administrative Studies

Address bd. expoziției, nr. 30A, Bucuresti | **Website** www.comunicare.ro

10/2021 – 03/2022 – Bucharest, Romania

PSYCHO-PEDAGOGICAL MODULE - CERTIFICATION LEVEL I FOR THE TEACHING PROFESSION – Faculty of Psychology and Educational Sciences of the University of Bucharest

Address Bucharest, Romania

03/2022 – 07/2022 – Bucharest, Romania

PSYCHO-PEDAGOGICAL MODULE - CERTIFICATION LEVEL II FOR THE TEACHING PROFESSION – Faculty of Psychology and Educational Sciences of the University of Bucharest

Address Bucharest, Romania

04/2022 – 04/2022 – Cluj, Romania

RESEARCH PRESENTATION – Crisis Communication and Conflict Resolution, Babes-Bolyai University

Address Cluj, Romania

03/2022 – 03/2022 – Orlando, United States

RESEARCH PRESENTATION – International Crisis and Risk Communication Conference, University of Central Florida

Address Orlando, United States

08/03/2021 – 10/03/2021 – Orlando, United States

RESEARCH PRESENTATION – International Crisis and Risk Communication Conference, University of Central Florida

Address Orlando, United States

09/09/2020 – 11/09/2020 – Bucuresti

RESEARCH PRESENTATION – Graduate Conference in Communication. Interdisciplinary Approaches

Address bd. expoziției, nr. 30A, Bucuresti

09/03/2020 – 11/03/2020 – Orlando

RESEARCH PRESENTATION – International Crisis and Risk Communication Conference

Address Orlando

01/10/2016 – 10/07/2018 – Bucharest, Romania

MASTER'S DEGREE IN SOCIAL MEDIA & MARKETING ONLINE – Scoala Nationala de Studii Politice si Administrative

Address Bucharest, Romania

01/10/2014 – 15/07/2015 – Bucharest, Romania

MASTER'S DEGREE OF BUSINESS LAW – Romanian-American University

Address Bucharest, Romania | **Field of study** Law

01/10/2010 – 15/07/2014 – Bucharest, Romania

BACHELOR'S DEGREE IN LAW STUDIES – Romanian-American University

Address Bucharest, Romania | **Field of study** Law

15/09/2006 – 15/07/2010 – Bucharest, Romania

HIGH SCHOOL DEGREE – Technical College "Petru Maior"

Address Bucharest, Romania | **Field of study** Degree in Mathematics and Informatics

● **LANGUAGE SKILLS**

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
FRENCH	A2	A2	A2	A2	A2
SPANISH	A2	A2	A2	A2	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

My Digital Skills

Social Media | Organizational and planning skills | Written and Verbal skills | Decision-making | Microsoft Office | Good listener and communicator | Motivated | Analytical skills | Team-work oriented | Reliability | Critical thinking | Research and analytical skills | Conflict resolution | Responsibility | Strategic Planning | Detail-Oriented | Creativity | Data analysis

● PROJECTS

08/2022 – 01/2023

Accountability for digitization

Position name: Local development expert

A.3. Developing the capacity and resilience of social partners and NGOs through training sessions that to improve their digital skills and competences ("information and digital literacy")

4. Creation of a thematic network for improving digital education (information and digital literacy) and to combat disinformation.

5. Development of a local strategy for recovery and consolidation of social resilience in the context of the pandemic

Covid-19 and in a post-pandemic context

10/2021 – 04/2022

CIVICA - „When the Law is Silent: Hate Crimes Prosecution and Implicit Bias in Law Enforcement Agencies (SILAW)“

Position title: Research expert doctoral student

Activity: The selected experts will be involved in conducting interviews with police, judges and prosecutors, in order to identify and analyze possible vulnerabilities and sciences in the evaluation and application of the law at the level of prosecutor's offices and courts, regarding facts that fall under the laws that criminalize acts of anti-Semitism in Romania.

11/2021 – 12/2021

The strategy for the management of Romanian government communication

Position title: Government communication expert

Activity:

A 4 Training in the field of government communication

A 4.1 Training in the field of government communication

02/2021 – 09/2021

New tools for the national strategy on lifelong learning adult education in Romania

Position title: Public consultation expert

Activity A3.1: Analysis and systematic evaluation of the regulatory framework for adults lifelong learning through the analysis of national and European policies, strategies and legislation governing lifelong learning regarding adults.

● ORGANISATIONAL SKILLS

Organisational skills

Leadership, sense of organization, good experience in project or team management, team working skills, creative ideas to make a plan, cooperation, flexibility, discipline, initiative.

● COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

Ability to understand deadline importance one of the most important things I learned about while working with different customers, for which one minute is of a great importance.

Ability to concentrate and learn at a very fast pace, I am able to resolve several tasks simultaneously, to prioritize them and to achieve very quick new knowledge.

Organizational and time management skills, I have learned to be very selective of how I spend my working time, to set my goals accordingly and to organize out the issues I have in progress.

Stress management skills, I handle stress very well and I try to get a positive outcome from every situation.

Ability to help others learn and make them understand: as an organizer and event planner for customers, I schedule the event, coordinate technic staff, artists and their needs and the feedback was positive, as I received an excellent grade from the participants.

Extremely organized person, problem-solving attitude, responsibility, self-respect and self-reliance, strong referential values of fairness, equity and dignity, ability to establish and maintain good working relations with people of different national and cultural backgrounds.

Good ability to adapt to multicultural environments, gained through my work experience abroad, great communication skills gained through my experience as public relations specialist.

● **JOB-RELATED SKILLS**

Job-related skills

Notable achievements:

- Develop communication and teamwork skills
- Cultivate excellent long-term relationships with clients, maintaining ongoing communication and facilitating solutions to address concerns.
- Develop a sales oriented behaviour - Identify the purpose of buying, offer the best solution, meanwhile keeping the highest quotation
- Safeguard the confidences and privacy rights of clients and employees, be honest and accurate in all communications.
- Take accordance of deadlines and meet the specified targets
- Ability to take over quickly and keep in mind the most important information
- Develop a strong relationship with club manager and staff
- Effectively prioritize and organize workloads in a constantly changing environment to meet daily and weekly schedules
- Provide initial contact to elite clientele, responding quickly and diplomatically to client demand to ensure superior service and satisfaction.
- Successfully managed a diverse range of projects and campaigns from conception to implementation
- Effectively prioritize and organize workloads in a constantly changing environment to meet daily and weekly schedules
- Ensure ongoing and consistent customer satisfaction by providing on-time delivery and follow-up

● **OTHER SKILLS**

Other skills

Travelling – discovering new places and meeting new people and their cultures

Writing – about people and places that inspire me

Volunteering – interest and experience in volunteering and organizing charity projects