



Elena Dafina Milea

Date of birth: 24/06/1987 | Nationality: Romanian | Gender: Female |
(+40) 773915767 | elena.dafina@gmail.com

● WORK EXPERIENCE

01/2020 – CURRENT – Granada, Spain

PROJECT MANAGER – AIFED Innovation, training and employment for the sustainable development

Management for the ongoing European projects of the organisation
Networking and participating in national and international meetings
Production of intellectual outputs (research reports, video-lessons etc.)
Trainees team coordination

10/2019 – 12/2019 – Lille, France

PROJECT MANAGER/ TRAINER – Sunrise Project

Project manager for two European Commission funded projects
Leading the NGO team
Trainer/ facilitator for educational events

12/2018 – 10/2019 – Tbilisi/ Telavi, Georgia

TRAINER/ PROJECT MANAGER – AISI Youth Alliance / International Youth Association

Coordination and design of the educational content for two European Union funded projects
Training/ facilitating/ moderating international meetings
Overseeing all major aspects of the projects, including coordination of the partners from Italy, Spain, Armenia, Ukraine, Moldova, Latvia

02/2017 – 02/2018 – Hamburg/ Brussels/ Alicante/ London/ Paris

CABIN CREW – Smartlynx Airlines

Main responsibilities are laying with safety and security of passengers
Worked with costumers from all over the world in a multi-cultural environment
Worked in a fast paced environment, exposed to constant changes in the work flow - the company provides private flights for different clients

04/2011 – 01/2017 – Various cities, Romania/ Europe

PROJECT MANAGER/ TRAINER – NGO Impreuna Desenam Viitorul/ NGO Oamenii Deltei

Trainer/ facilitator for national and international training programs, summer schools, conferences held in over 20 countries
Project manager for 12 projects funded by the European Union (application design, facilitation, advertising&PR, reporting)

03/2014 – 07/2014 – Tbilisi/ Kobuleti, Georgia

TRAINER/ PROJECT MANAGER – International Youth Association QUANT

Trainer/ facilitator for 11 European Union educational projects
Developed the training methodology, wrote the training report
Part of an international team managing and implementing European level events

09/2013 – 03/2014 – Tarsus, Turkey

SOFT SKILLS DEVELOPER - COMENIUS ASSISTANT – Tarsus Science High School

Teacher for high school pupils. The lessons aimed at developing the soft skills of the students
Organised various events

09/2010 – 12/2012 – Bucharest, Romania

PUBLIC PROJECTS EXECUTIVE – Saatchi&Saatchi Romania, Advertising Agency

Maintained the smooth day-to-day running of clients' business
Wrote and followed up on Job Orders
Prepared competitive reviews & reports on a monthly basis (including retail/trade info)
Assisted with all field activities and organisation of various events

06/2007 – 09/2008 – Romania

EDITOR – ArteSport/ Sport Total FM/ National Authority for Youth

Wrote journalistic articles for several magazines and Radio web-page
Coordinated the design and layout of the magazine
Participated in research for the connected show broadcasted on the second national channel

● **EDUCATION AND TRAINING**

10/2009 – 06/2010 – Romania

Master's degree Marketing and Public Relations, Bucharest University of Economic Studies

10/2006 – 06/2009 – Romania

Bachelor's degree Public Relations/ Advertising and Applied Communication, University of Bucharest, Faculty of Journalism and Mass Communication

2016

Tour Guide Certificate/ Tour Guide Accreditation

2016

Animator for Holiday Center Certification

2011

Project Manager Certification

2011

Trainer - Educational Activities

2012

Youth Worker Accreditation

● **LANGUAGE SKILLS**

Romanian: Native / **English:** Advanced / **Spanish:** Advanced / **Italian:** Intermediate / **Turkish:** Beginner

● **MANAGEMENT AND LEADERSHIP SKILLS**

Ability to solve problems creatively
Excellent analytical skills
Digital learning design skills
Excellent intercultural skills and ability to work in culturally diverse teams
Fast learner and easily adaptable
Strong sense of self awareness and tolerance