



<b>Europass</b>	
<b>Curriculum vitae</b>	
<b>Personal information</b>	
Name(s)/Surname(s)	<b>LIGIA MUNTEAN</b>
Address(es)	11C, Cibanului, Sebes, Alba, Romania
Telephone(s)	Mobile: 0740921878
Fax(es)	
E-mail	mligia11@yahoo.com
Nationality	Romanian
Date of birth	25th November 1986
Gender	Female
<b>Occupational field</b>	
<b>Petresti General School Elementary School Teacher</b>	
<b>Work experience</b>	
Dates	<b>1st September 2013-31st August 2014</b>
Occupation or position held	Elementary school teacher
Main activities and responsibilities	Informing the pupil's family periodically on his/her progress or the learning difficulties and social behaviour; Collaborating with the other teachers to assure the continuity of elementary-general-school; Planning the learning units; Planning the optional syllabus; Planning the extra-curricular activities; Carrying out partnership projects; Providing teaching methods, materials and additional materials; Organizing and preparing the classroom; Teaching; Examining and using the children's results
Name and address of employer	Petresti General School, no. 3, Mihai Viteazu, Tel./fax: +(40)258-743112, Tel. Dir. +(40)258743002, E-mail: <a href="mailto:sc.petresti@mail.albanet.ro">sc.petresti@mail.albanet.ro</a>
Types of business or sector	Pre-school teaching

Dates	<b>1st September 2012-31st August 2013 / 1st September 2011-31st August 2012 / 1st September 2010-31st August 2011</b>
Occupation or position held	Pre-school teacher Kindergarten with overtime programme of Petresti, elementary teacher
Main activities and responsibilities	Collaborating with the other teachers to assure the continuity of elementary-general-school; Informing the child's family periodically on his/her progress or the learning difficulties and social behaviour; Planning the learning units; Planning the optional syllabus; Planning the extra-curricular activities; Carrying out partnership projects; Providing teaching methods, materials and additional materials; Organizing and preparing the classroom; Teaching; Examining and using the children's results
Name and address of employer	Petresti General School, no. 3, Mihai Viteazu, Tel./Fax: +(40)258-743112, Tel. DIR. +(40)258743002, E-mail: <a href="mailto:sc.petresti@mail.albanet.ro">sc.petresti@mail.albanet.ro</a>
Types of business or sector	Pre-school teaching
Dates	<b>1st September 2009-31st August 2010</b>
Occupation or position held	Pre-school teacher Kindergarten with overtime programme no. 7, Sebes, elementary teacher
Main activities and responsibilities	Member of the committee of evaluation and education quality; Collaborating with the other teachers to assure the continuity of kindergarten-school; Informing the child's family periodically on his/her progress and social behaviour; Planning the training-teaching activities; Planning the optional syllabus; Planning the extra-curricular activities; Carrying out partnership projects; Providing teaching methods, materials and additional materials; Organizing and preparing the classroom; Teaching; Examining and using the children's results
Name and address of employer	Mihail Kogalniceanu General School, no. 114A, Sebes, Alba, Tel./fax:0258/732871
Types of business or sector	Elementary teaching

Dates	<b>1st September 2008– 31st August 2009</b>
Occupation or position held	Pre-school elementary teacher Kindergarten with normal programme, Capalna, elementary teacher
Main activities and responsibilities	Collaborating with the other teachers to assure the continuity of kindergarten-school Informing the child's family periodically on his/her progress and social behaviour; Planning the training-teaching activities; Planning the optional syllabus; Planning the extra-curricular activities; Carrying out partnership projects; Providing teaching methods, materials and additional materials; Organizing and preparing the classroom; Teaching; Examining and using the children's results;
Name and address of employer	Sasciori General School, no. 380, Principala, Alba Tel./Fax: 0258/741213, e-mail: sc.sasciori@yahoo.com
Types of business or sector	Pre-school teaching
<b>Education and training</b>	
Dates	<b>15th September 2001-15th June 2005</b> <b>School-leaving diploma</b>
Title of qualification awarded Principal subjects /Occupational skills covered	Romanian language and literature French language World literature Grammar
Name and type of organisation providing education and training	„Lucian Blaga” National College
Dates	<b>1st October 2005-30th July 2008</b>
Title of qualification awarded	Licentiate's degree
Principal subjects /Occupational skills covered	Pedagogy Psychology Romanian Language and children's literature
Name and type of organisation providing education and training	„1st Dcember 1918 University”, Alba Iulia
Title of qualification awarded	Bachelor of education sciences

Dates	<b>October-December 2008, 200 hours</b>
Title of qualification awarded	Certificate of continuous training for teachers: Education and Change II
Principal subjects /Occupational skills covered	<ul style="list-style-type: none"> <li>- Communication pedagogy;</li> <li>- Children class management;</li> <li>- Guidance and orientation;</li> <li>- Stress and change management /Project management /rationally emotive and behaviour education;</li> <li>- Strategies of emotional intelligence development/ School as organization;</li> <li>- Active teaching - learning methods / Educational partnership;</li> <li>- Theoretical and methodological skills;</li> <li>- Communication and socializing skills;</li> <li>- Students evaluations skills;</li> <li>- Educational management skills;</li> </ul>
Name and type of organisation providing education and training	„1st Dcember 1918 University”, Alba Iulia
Title of qualification awarded	Teaching staff department The holder received 70 transferable, professional credits, the course lasted for 200 hours.
Dates	<b>4 th – 5th November 2009</b>
Title of qualification awarded	<p>Certificate proving that I finished the Programme of Continuous training: „Curriculum applying strategies for pre – school learning. Group management /Methods of organizing educational space”.</p> <p>Skills for identifying the most important interdisciplinary characteristics of the training-educative process seen by the new national curriculum and teaching reform; Skills for knowing and applying the active and interactive teaching alternatives;</p>
Name and type of organisation providing education and training	School Inspectorate of Alba District Teaching Staff of Alba District
Level in national or international classification	The holder was given a certificate proving that he/she finished the continuous training course lasting for 12 hours.

<p style="text-align: right;">Dates</p> <p>Title of qualification awarded</p> <p>Principal subjects /Occupational skills covered</p> <p>Name and type of organisation providing education and training</p> <p>Level in national or international classification</p>	<p><b>Session august 2010</b></p> <p>Certificate of definitization in teaching</p> <p>Teaching method of romanian language and literature in pre-school; Pedagogy elements;</p> <p>„1st Dcember 1918 University”, Alba Iulia Teaching staff department</p> <p>The holder was granted the teaching definitization after passing the exams, with the average 8,35.</p>
<p style="text-align: right;">Dates</p> <p>Title of qualification awarded</p> <p>Principal subjects/Occupational skills covered</p> <p>Name and type of organisation providing education and training</p> <p>Level in national or international classification</p>	<p><b>Year 2011</b></p> <p>Certificate of continuous training for the early education reform project.</p> <p>Modulus 1 Early education and child growing peculiarities; Modulus 3 New giude marks of early education; Modulus 4 Ready for school; Modulus 7 Let’s build together the seven years ... from home;</p> <p>National centre of training pre- university staff</p> <p>The holder was given a certificate proving that he/she finished the continuous training course lasting 90 hours and that he/she would receive 25 transferable professional credits.</p>
<p style="text-align: right;">Dates</p> <p>Title of qualification awarded</p> <p>Principal subjects /Occupational skills covered</p> <p>Name and type of organisation providing education and training</p> <p>Level in national or international classification</p>	<p><b>11th February 2012 – 10th March 2012</b></p> <p>Certificate of continuous training within the project „Improving skills for teachers”</p> <p>Modulus Student’s management</p> <p>School Inspectorate of Alba District Teaching staff of Alba District</p> <p>The holder was given a certificate proving that he/she finished the continuous training course lasting for 61 hours and he/she would receive 16 transferable professional credits.</p>

Dates	<b>28th September 2012-27th October 2012</b>
Title of qualification awarded	Certificate of continuous training within the project „Improving skills for teachers”
Principal subjects/Occupational skills covered	Modulus planning and applying curriculum focused on skills.
Name and type of organisation providing education and training	School Inspectorate of Alba District Teaching staff of Alba District
Level in national or international classification	The holder was given a certificate proving that he/she finished the continuous training course lasting for 61 hours and that he/she would receive 16 transferable professional credits.
Dates	<b>August - December 2012</b>
Title of qualification awarded	Certificate from the training course: „Inter-disciplinary organization of teaching methods to establish main skills for the 1st-4th grade pupils”-continuous training course of the type „blended learning” for elementary school teachers, level 2.
Principal subjects /Occupational skills covered	
Name and type of organisation providing education and training	Furnizor Softwin SRL
Level in national or international classification	The holder was given a certificate proving that he/she finished the continuous training course, receiving 34 transferable credits.
Dates	<b>Year 2013</b>
Title of qualification awarded	Continous training certificate
Principal subjects /Occupational skills covered	Course: Contracting and inovation
Name and type of organisation providing education and training	„Babes-Bolyai University”, Cluj – Napoca

Dates	<b>Year 2013</b>
Title of qualification awarded	Continous training certificate within the project „Improving skills for staff”.
Principal subjects/Occupational skills covered	Modulus 3 Computer Informatics techniques T.I.C.
Name and type of organisation providing education and training	School Inspectorate of Alba District Teaching staff of Alba District
Title of qualification awarded	The holder was given a certificate proving that he/she finished the continuous training course.
<b>Personal skills and competences</b>	
Mother tongue(s) Other language(s)	Romanian English, French
Self-assessment	
European level	
<b>Language</b>	
<b>Language</b>	
Social skills and competences	Teamwork spirit
Organizing skills and competences	Good communication skills Teamwork spirit
Technical skills and competences	Certificate of finishing the trening course
Computer skills and competences	Field: Informatics I finished the course of working on: WINDOWS, WORD, EXCEL and INTERNET Period: 60 HOURS Dates: 18th March 2005-5th April 2005