

**Curriculum Vitae  
Europass**

**Personal information**

Surname(s)/ First name(s) **CHIRILA Alexandru**

Address

Nationality Romanian

Date of birth 11 August 1963

Gender Male

**Work experience**

**Period** **March 13, 2017 – up to present**

Occupation or position held **Principal Private Secretary**

Main activities and responsibilities Coordinating the activities of the employees within the Working Apparatus of the Prime Minister

Name of employer **THE GOVERNMENT OF ROMANIA**

Type of business or sector Working Apparatus of the Prime Minister

**Period** **May 21, 2015 – March 13, 2017**

Occupation or position held **Counsellor**

Main activities and responsibilities Counselling the President on the activities: the relation with devolved services of Timis County, the relation with decentralized services of Timis County Council, the relation with public audit and control services

Name of employer **TIMIS COUNTY COUNCIL**

Type of business or sector Office of the County Council President

**Period** **September 1, 2012 – May 21, 2015**

Occupation or position held **Personal Counsellor**

Main activities and responsibilities Counselling the Mayor on the activities: control activities, public internal audit, quality management, the activity developed by the Local Police department

Name of employer **TIMISOARA MAYORALTY**

Type of business or sector Office of the Mayor

**Period** **January 4, 2010 – September 1, 2012**

Occupation or position held **Manager Consultant**

Main activities and responsibilities	Consultancy on activities developed by the trading company
Name of employer	<b>S.C. NEAG GROUP S.A.</b>
Type of business or sector	Logistics Park
<b>Period</b>	<b>December 7, 2009 – January 4, 2010</b>
Occupation or position held	<b>Director General – Chairman of the Board of Directors</b>
Main activities and responsibilities	Airportuary activity; coordinating and managing the developed activities
Name of employer	<b>INTERNATIONAL AIRPORT of Timisoara</b>
Type of business or sector	Management of the airportuary activity
<b>Period</b>	<b>November 1, 2008 – December 7, 2009</b>
Occupation or position held	<b>Expert – Counsellor, Office of Timis County Council President</b>
Main activities and responsibilities	According to the Job Description
Name of employer	<b>TIMIS COUNTY COUNCIL</b>
Type of business or sector	Counselling – expertise
<b>Period</b>	<b>December 1, 2007 – November 1, 2008</b>
Occupation or position held	<b>Deputy Director General</b>
Main activities and responsibilities	Coordinating activities related to patrimonial development
Name of employer	<b>S.C. NEAG GROUP S.A.</b>
Type of business or sector	Logistics Park
<b>Period</b>	<b>January 1, 2007 – December 1, 2007</b>
Occupation or position held	<b>Deputy Chief Operating Director</b>
Main activities and responsibilities	Coordinating the patrimonial development activity of the university, coordinating the public procurement activities
Name of employer	<b>POLITEHNICA UNIVERSITY of TIMISOARA</b>
Type of business or sector	University Administration
<b>Period</b>	<b>2006 - 2007</b>
Occupation or position held	<b>Sub-prefect</b>
Main activities and responsibilities	Coordinating the activity of the technical apparatus of the institution regarding Law No. 10/2001, Law No.9 /1999, Law No. 290/2003, Law No. 247/2005 Apostille/Superlegalization pursuant to Romania's accession to the Hague Convention
Name of employer	<b>PREFECT INSTITUTION, TIMIS COUNTY</b>

Type of business or sector	Public Administration
<b>Period</b>	<b>2001 - 2005</b>
Occupation or position held	<b>Secretary General</b>
Main activities and responsibilities	Coordinating the relation with the City Authority and Local Councils, the relation with Timis County Council Coordinating the activity of the technical apparatus of the institution regarding Law No. 10/2001, Law No.9 /1999, Law No. 290/2003, Law No. 247/2005 Apostille/Superlegalization pursuant to Romania's accession to the Hague Convention
Name of employer	<b>PREFECT INSTITUTION, TIMIS COUNTY</b>
Type of business or sector	Public Administration
<b>Period</b>	<b>1999- 2001</b>
Occupation or position held	<b>Deputy Chief Operating Director</b>
Main activities and responsibilities	Coordinating the activity of the technical and administrative apparatus of the university
Name of employer	<b>UNIVERSITY POLITEHICA of TIMISOARA</b>
Type of business or sector	University Administration
<b>Period</b>	<b>1997 – 1999</b>
Occupation or position held	<b>Director General</b>
Main activities and responsibilities	Coordinating the production activity of wood products and tourism activities (Hotel and Pension)
Name of employer	<b>SC EUGEN SRL/GMBH</b>
Type of business or sector	Company's Management
<b>Period</b>	<b>1996 - 1997</b>
Occupation or position held	<b>Officer Expert</b>
Main activities and responsibilities	Economic and bank information; areal internal protection activity
Name of employer	<b>MINISTRY OF INTERIOR – Military Unit 0215, information and internal protection department</b>
Type of business or sector	County Information Bureau; Areal Internal Protection Department
<b>Period</b>	<b>1995 - 1996</b>
Occupation or position held	<b>Economic Operating Director</b>
Main activities and responsibilities	Coordinating the administrative, social, economic and technical activities of the university

Name of employer	<b>UNIVERSITY OF MEDICINE AND PHARMACY of TIMISOARA</b>
Type of business or sector	University Administration
<b>Period</b>	<b>1991 - 1995</b>
Occupation or position held	<b>Economic Operating Director</b>
Main activities and responsibilities	Coordinating the administrative, social, economic and technical activities of the university
Name of employer	<b>TECHNICAL UNIVERSITY of TIMISOARA</b>
Type of business or sector	University Administration
<b>Period</b>	<b>1989 - 1991</b>
Occupation or position held	<b>Chief Engineer – Administration and Supply Compartment</b>
Main activities and responsibilities	Coordinating the administrative and supply activity of the university
Name of employer	<b>“TRAIAN VUIA” POLYTECHNIC INSTITUTE of TIMISOARA</b>
Type of business or sector	University Administration
<b>Education and Training</b>	
<b>Period of time</b>	<b>January 2004 – December 2005</b>
Type of qualification/ Diploma awarded	Post-university studies
Main subjects/occupational skills	Competitive – Financial Management, marketing and human resources in public administration
Name and type of institution providing education and training	<b>UNIVERSITY POLITEHNICA of TIMISOARA</b> – University Continuing Education Department and National Institute of Administration – INA Regional Centre
<b>Period</b>	<b>January 1999 – December 1999</b>
Type of qualification/ diploma awarded	Post-university studies
Main subjects/occupational skills	Management
Name and type of institution providing education and training	<b>UNIVERSITY POLITEHNICA of TIMISOARA</b> – ASOFC Continuing Training Centre

<b>Period</b>	<b>September 2011 – January 2012</b>
Type of qualification/ diploma awarded	Training, Diplomacy and Security
Name and type of institution providing education and training	<b>Ministry of External Affairs, Romanian Diplomatic Institute</b>
<b>Period</b>	<b>2002</b>
Type of qualification/ diploma awarded	Training
Main subjects/occupational skills	Management in Public Administration
Name and type of institution providing education and training	National Institute of Administration
<b>Period</b>	<b>2001</b>
Type of qualification/ diploma awarded	Training
Main subjects/occupational skills	The Role of the Public Administration in the Social Partnership, respectively Regional and European Integration
Name and type of institution providing education and training	<b>“GHEORGHE ASACHI” TECHNICAL UNIVERSITY of Iasi</b> - Regional Training Centre for Public Administration
<b>Period</b>	<b>2001</b>
Type of qualification/ diploma awarded	Training
Main subjects/occupational skills	Public Administration Reform
Name and type of institution providing education and training	<b>Ministry of Education and Research &amp; Minister of Public Administration</b> – National Training Centre for Public Administration
<b>Period</b>	<b>1995</b>
Type of qualification/ diploma awarded	Training
Main subjects/occupational skills	Administrative Management of the Universities
Name and type of institution providing education and training	<b>Ministry of Education and Research</b>

**Period** | **1994**

Type of qualification/  
diploma awarded | Training

Main subjects/occupational  
skills | Reform Management for Small and Medium-Sized Enterprises

Name and type of institution  
providing education and  
training | **UNIVERSITY POLITECHNICA of TIMISOARA** – Economic  
Engineering Department of Mechanical Faculty

**Period** | **Class of 1989**

Type of qualification/  
diploma awarded | Engineer Certificate

Name and type of institution  
providing education and  
training | **“TRAIAN VUIA’ POLYTECHNIC INSTITUTE of TIMISOARA**  
– Mechanical Faculty

**Personal skills and  
competences**

Mother Tongue | Romanian

Other Languages

Self-assessment

English

French

Italian

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
Medium	Medium	Satisfactory	Satisfactory	Satisfactory
Satisfactory	Medium	Satisfactory	Satisfactory	Satisfactory
Satisfactory	Medium	Satisfactory	Satisfactory	Satisfactory

**Social skills and  
competences**

Good communication skills; teamwork - by nature of the activities developed I was always part of a team either as a member or as a leader, and the ability to keep calm under stress circumstances; organisational skills which allowed me to integrate easily. A very good example in this sense would be my job within the Prefect Institution Timis, the County Council Timis as well as my job within the University Politehnica of Timisoara. Within the Prefect Institution Timis I personally took part, whenever possible, in most of social activities: helping children with HIV, helping citizens with different problems, helping poor families living within the Timis county limits (families without houses, floods, etc.)

**Organizational skills and  
competences**

As shown in my professional experience, I coordinated and managed the activity of the collective communities I belonged to, I was implied in a series of county, national and international projects, especially with reference purposes (see Reform in University Administration, Reform in Public Administration etc.)

<b>Computer skills and competences</b>	MS OFFICE and internet
<b>Driving license</b>	B
<b>Additional Information</b>	Upon Request
<b>Annexes</b>	Upon request: Graduation Certificates (university, post-university, training graduate certificates)