







**PERSONAL INFORMATION** Maria Luminita SCUTARU

 Transilvania University of Brasov  
 +40-368416246  +40 723-242735  
 [luminitascutaru@yahoo.com](mailto:luminitascutaru@yahoo.com) , [lscutaru@unitbv.ro](mailto:lscutaru@unitbv.ro)  
 State personal website(s)  
 Replace with type of IM service Replace with messaging account(s)  
 Sex Female | Date of birth 19/06/1974 | Nationality Romanian

**POSITION WITHIN THE PROJECT**

**Designer and tester of mechanics parts**

**WORK EXPERIENCE**

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to) **Replace with occupation or position held**  
 Replace with employer's name and locality (if relevant, full address and website)  
 ▪ Replace with main activities and responsibilities  
 Business or sector Replace with type of business or sector

**EDUCATION AND TRAINING**

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to) **Replace with qualification awarded** Replace with EQF (or other) level if relevant  
 Replace with education or training organisation's name and locality (if relevant, country)  
 ▪ Replace with a list of principal subjects covered or skills acquired

**PERSONAL SKILLS**

[Remove any headings left empty.]

Mother tongue(s) Replace with mother tongue(s)

| Other language(s)  | UNDERSTANDING |             | SPEAKING           |                   | WRITING     |
|--|---------------|-------------|--------------------|-------------------|-------------|
|  | Listening     | Reading     | Spoken interaction | Spoken production |             |
| Replace with language  | Enter level   | Enter level | Enter level        | Enter level       | Enter level |
| Replace with name of language certificate. Enter level if known. |               |             |                    |                   |             |
| Replace with language  | Enter level   | Enter level | Enter level        | Enter level       | Enter level |
| Replace with name of language certificate. Enter level if known. |               |             |                    |                   |             |

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  
[Common European Framework of Reference for Languages](#)

**Communication skills** Replace with your communication skills. Specify in what context they were acquired. Example:  
 ▪ good communication skills gained through my experience as sales manager

**Organisational / managerial skills** Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:  
 ▪ leadership (currently responsible for a team of 10 people)

**Job-related skills** Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example:

- good command of quality control processes (currently responsible for quality audit)

**Digital competence**

| SELF-ASSESSMENT        |               |                  |             |                 |
|------------------------|---------------|------------------|-------------|-----------------|
| Information processing | Communication | Content creation | Safety      | Problem solving |
| Enter level            | Enter level   | Enter level      | Enter level | Enter level     |

Levels: Basic user - Independent user - Proficient user [Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificate(s)

Replace with your other computer skills. Specify in what context they were acquired. Example:

- good command of office suite (word processor, spread sheet, presentation software)
- good command of photo editing software gained as an amateur photographer

**Other skills** Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:

- carpentry

**Driving licence** Replace with driving licence category/-ies. Example:  
B

## ADDITIONAL INFORMATION

**Publications** Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.  
**Presentations** Example of publication:  
**Projects** ▪ How to write a successful CV, New Associated Publishers, London, 2002.  
**Conferences** Example of project:  
**Seminars** ▪ Devon new public library. Principal architect in charge of design, production, bidding and  
**Honours and awards** construction supervision (2008-2012).  
**Memberships**  
**References**  
**Citations**  
**Courses**  
**Certifications**

## ANNEXES

Replace with list of documents annexed to your CV. Examples:

- copies of degrees and qualifications;
- testimonial of employment or work placement;
- publications or research