

Curriculum Vitae

Personal information

OANA - RALUCA TOFAN

Bucharest, Romania

Work Experience

Sept. 2021 – present, **Head of Data Protection & Governance, Data Protection Officer**

Jul. 2017 – Sept. 2021, **Head of General Legal Services**

Nov. 2009 – Jun. 2017, **Team Leader**, General Legal Services

Mar. 2007 - Nov. 2009, **Team Leader**, Compliance Department

Jun. 2006 - Feb. 2007, **Legal Adviser**

May 2006 - Jun. 2006, **Legal Adviser**

Nov. 2005 - Apr. 2006, **Credit Officer**

Oct. 2004 - Nov. 2005, **Legal Adviser**

Jun. 2003 – Oct. 2004, **Bank Officer**

Nov. – May 2003, **Credit Analyst**

Feb. – Nov. 2002, **Assistant Manager**

COMPANY ACTING IN THE FINANCIAL SECTOR*

Education and training

2020- 2024, **Doctoral School of Economics, Bucharest University of Economic Studies**

2001- 2003, **Master of Business Administration, Bucharest University of Economic Studies**

1997–2001, **Bachelor of Science, Business Administration**, Faculty of Economic Studies in Foreign Languages, English Section (SELS, currently known as FABIZ), **Bucharest University of Economic Studies**

2006- 2007, **Master, Sociology***, University*

2004- 2005, **Post-graduate Course in EU Law**, University*

1998–2002, **Bachelor of Arts, Law**, University*

1993 – 1997, **College** (Mathematics – Physics – English)*

Complementary Studies & Certifications

Data Protection Officer, Trainer, Labor Safety& Security Inspector, Interpreter (Ministry of National Education)

Data Protection, DPIA, Audit, Financial Analysis Indicators, Management & Marketing (Romanian Institute*)

Psychology, Pedagogy, Teaching Methods, Logics, **Bucharest University of Economic Studies**

English Preliminary Level (Oxford)

Personal skills and competences

Other language(s)

English - good understanding, speaking& writing skills, French- basic level, German, beginner

Skills and competences	Strong analytical & organizational skills, active & proactive Good communication skills, adaptability and openness to continuous learning Ability to work independently as well as with teams Managerial Skills
Driving license	1998, B category <i>*Full details have been provided to the Bucharest University of Economic Studies, being part of the academic file</i>

August 2024