europass

Paula Toșa

Date of birth: 1999/06/05 | **Place of birth:** Cluj-Napoca, Romania | **Nationality:** Romanian |

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WORK EXPERIENCE

RESEARCH ASSISTANT – NATIONAL INSTITUTE FOR R&D OF ISOTOPIC AND MOLECULAR TECHNOLOGIES – 2026/04/08 – Current – CLUJ-NAPOCA, ROMANIA

RESEARCH ASSISTANT IN CHEMISTRY – S.C. BEST CLEAN EUROPE S.R.L. – 2024/09/13 – 2025/10/03 – FLOREȘTI, CLUJ, ROMANIA

- Conducted preliminary research on plant-based detergent formulations and market trends to support the development of eco-friendly cleaning products under an EU-funded project.
- Operated laboratory and pilot-scale equipment to prepare detergent formulations based on predefined recipes.
- Performed mixing, quality checks, and stability testing of liquid soap, floor detergent, and wet wipes solutions.

JUNIOR PROJECT ADMINISTRATOR – S.C. EMERSON S.R.L. – 2022/08/01 – 2022/12/05 – CLUJ-NAPOCA, ROMANIA

- Support the documentation requirement identification process and complete PMO checklist and other forms for projects
- Handle order changes and coordinate this with the Project Manager
- Supervise the progress of orders, provide updates as needed to Project Managers
- Ensure invoicing is up to date against agreed project turning points
- Weekly check of backlog report and maintaining ERP system updated (Oracle, Teams, CRM)

PROPOSAL TRAINEE ENGINEER – S.C. EMERSON S.R.L. – 2021/11/09 – 2022/08/01 – CLUJ-NAPOCA, ROMANIA

- Analyzing the Request for Quote received from customers for offers of products and services
- Preparing offers for maintenance and support contracts
- Generating a document (technical and commercial) based on a specific offer model
- Communicating and collaborating with the European PSS Sales Teams and Integrated Solutions Center Cluj departments to understand customer requirements

EDUCATION AND TRAINING

CURRENT Cluj-Napoca, Romania
PHD STUDENT Doctoral School of Physics, UBB

2021/11/30 – 2023/11/30 Cluj-Napoca, Romania
MASTER'S DEGREE Faculty of Industrial Engineering, Robotics and Production Management, UTCN

-Project planning, budgeting, and monitoring
-Risk management
-Using digital tools for planning and reporting

Field of study Management of Technical Projects

2017/11/30 – 2021/11/30 Cluj-Napoca, Romania
BACHELOR'S DEGREE / ENGINEERING DEGREE Faculty of Chemistry and Chemical Engineering, UBB

-Modeling and simulation of chemical processes (ChemCAD, AspenPlus, MATLAB)
-Instrumental analysis

-Use of laboratory equipment

Field of study Engineering and Information Technology of Chemical and Biochemical Processes

2013/11/30 – 2017/11/30 Cluj-Napoca, Romania

HIGH SCHOOL DIPLOMA "Avram Iancu" High School

-Real profile – natural sciences
-Mathematics, chemistry, physics
-Development of analytical thinking and scientific skills

SKILLS

Computer Skills and Competencies

- Microsoft Office (Word, Excel, PowerPoint) | ERP Systems (Oracle), CRM | Chemical Processing Software (Aspen Plus, ChemCAD, MATLAB, Solid Edge)

Other Skills and Abilities

Configuration of Technical Equipment | Use of Laboratory Equipment | Meeting Deadlines | Communication and Teamwork Skills | Adaptability to Dynamic Professional Environments | Experience in Coordinating Volunteers and Interacting with a Diverse Audience | Progress Monitoring and Reporting

LANGUAGE SKILLS

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
GERMAN	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

VOLUNTEERING

2021/11/30 – 2026/03/22

Polyhedron (NGO arts and culture)

-coordinated volunteers
-managed on-site logistics
-provided technical support for the artist

2018/11/30 – CURRENT

Beard Brothers (NGO)

– conducted research on locations for events
– contacted artists/ managers etc.
– managed on-site logistics

2017/11/30 – 2021/11/30

Chemistry Students' Organization (NGO)

- **Censor (2021 - 2022)**

– checking how the organisation's assets are managed

- **General Secretary (2019-2020)**

– maintaining effective records
– financial planning and budgeting
– ensuring meetings are effectively organized and minuted
– checking quorum is present at meetings
– permanent verification of the e-mail account

– communication with the other board members

- **Chemical Experiments Shows** (Performance of chemistry shows at entertainment and cultural events: We ♥ STEM Day, Cluj Never Sleeps, Quantum Questions, Noaptea Cercetătorilor)

DRIVING LICENCE

Driving Licence: B