

CURRICULUM VITAE

PERSONAL INFORMATION

Name	Bojonca Victoria
E-mail	victoria.bojonca@gmail.com
Nationality	Republic of Moldova
Date of birth	02 May 1988
Current Residency	Sattelbacher Strasse 16, 2532 Heiligenkreuz, NÖ, Austria.

EDUCATION

PhD Candidate, Theology, University of Bucharest, Romania.	2020- Present
Certificate in Life Coaching, Academy of Modern Applied Psychology	2018 - 2019
Master of Arts, National School of Political Science and Public Administration, Bucharest, Romania Educational Management and Institutional Communication	2011- 2013
College of Theology and Education Social Work	2009 - 2010
Free International University of Moldova Social Work	2008 – 2009
Conflict Mediation Training Coordinator: Mariska Kapmeyer	October 2009
Bachelor of Science, Free International University of Moldova Communication Sciences	2007 – 2010

PROFESSIONAL EXPERIENCE

TCM International Institute, Heiligenkreuz, Austria	October 2010 – Present
Registrar	July 2015 – Present



Manage and administer admission, registration, and graduation activities, including record keeping in compliance with Institute and Federal policies. Provide regular assistance and guidance to students, faculty, and other TCMII constituencies.

Student Services Coordinator

February 2015 – July 2015

Coordinate student-related activities such as admission, registration, and graduation. Provide regular administrative assistance to students, faculty, and other TCMII constituencies.

Academic Administrative Assistant

October 2010 – January 2015

Provide regular administrative assistance to the Director of Academic Services with routine academic duties, students, and other TCMII constituencies. Assist with Moodle administration and in the library. Assist with translation.

College of Theology and Education, Moldova

September 2009 – October 2010

Teacher of English

Plan and deliver English courses for BA level students.

National Social Insurance House, Moldova

September 2009 – December 2009

Secretary at the department of social benefits

Review, register and archive applications for the social benefits for children.

OSCE (Organization for the Security Cooperation in Europe), Moldova

April; July 2009

International Observer Assistant

Assist International Observers during the election period in Moldova. Serve as interpreter when needed.

International Interns Inc. (CA, USA), Moldova

June 2008 – October 2010

Short Term Interpreter

Serve as an interpreter for short-term missionaries.

Ziarul Liber, (Christian Newspaper), Moldova

June 2008 – February 2009

Reporter

Gather information and write articles on the topic of the newspaper issue. Assist in planning activities for the new issues of the newspaper.



Cargo – Test, Moldova

August 2006 – January 2007

Cashier – Accountant

Register payments for car inspection and other related payments and daily bookkeeping activities.

LANGUAGE SKILLS

Romanian – Native speaker

Russian – Native speaker

Foreign languages

English – Advanced level certificate

German - B1 certificate

OTHER AFFILIATIONS

Participant of various academic conferences and professional development trainings.

Member of the American Association of Collegiate Registrars and Admissions Officers.

Member of the Youth Counsel in Church “Speranta,” Chisinau, Moldova

Student representative at the Student Union at the Free International University, Moldova

V. Bojarice