

## PERSONAL INFORMATION

## Rafael OROS



 Baladei 16, Cluj Napoca, Cluj, Romania

 +40751211227

 [rafaeloros@gmail.com](mailto:rafaeloros@gmail.com)

 <http://www.rafael.ro>

Skype [rafael.oros](#)

Sex male | Date of birth 06/05/1983 | Nationality Romanian

## CURRENT POSITION

## Layouter and IT Support

## WORK EXPERIENCE

2016.07 – present

**IT Support**

DocEssensis, Cluj-Napoca, Romania

- IT Service for the network, servers and workstations

**Business or sector** Publication (Print and Media)

2015.12 – present

**XML Layouter**

DocEssensis, Cluj-Napoca, Romania

- Creation of the layout for documents of the Official Journal of the European Union (23 language versions) for XML documents using Arbortext APP following specific rules.
- Creation of pages following sinoptic rules for all 23 language versions
- Processing the covers

**Business or sector** Publication (Print and Media)

2014.11 – 2015.12

**XML Structurer**

DocEssensis, Cluj-Napoca, Romania

- Prepare rtf files for the publication platform.
- Create the structure for documents of the Official Journal of the European Union
- Automatize and improve some of the processes (using VBA macros)

**Business or sector** Publication (Print and Media)

2013.07 – 2014.11

**Layouter**

DocEssensis, Cluj-Napoca, Romania

- Prepare the layout of documents for print and web delivery using different graphic tools (Adobe Indesign, Adobe Illustrator and Adobe Photoshop) for the Publications Office of the European Union

**Business or sector** Publication (Print and Media)

- 2010.09 – 2013.07 **Graphic Designer, IT Technician, Video and Audio Production**  
Cognitrom, Cluj-Napoca, Romania  
ASCRED Publishing House
- Edit, layout, prepress and print of several books for ASCR Publishing House (design of the covers, editing of the illustrations in Photoshop, editing of the contents in InDesign, graphic reproduction of figures in Illustrator).
  - Technical Editor of *Cognition, Brain, Behaviour An Interdisciplinary Journal*, an APA standard publication.
  - Graphic design of several banners, flyers and brochures for advertising purpose.
  - Install, optimise, administrate and troubleshoot the computers and the network.
  - Managing sites, online platforms and social media.
  - Customer support for software problems.
  - Developed installation kits.
  - Record video and audio, audio-video montage and video production.
- Business or sector** Research & Development in the field of psychology. Print and Media
- 2007.07 – 2009.06 **Sales Assistant and Photo-Lab Operator**  
MCS Communications SRL, Cluj-Napoca, Romania
- Signing Orange and Boom contracts with clients
  - Gsm and Photo counseling and sales.
  - Develop film and process photos from digital and film medium to paper
- Business or sector** Sales and Services
- 2006 – present **IT Senior Engineer**  
TIFF (Transilvania International Film Festival), Cluj-Napoca, Romania
- Setup and manage the network for several venues
  - Set up of wireless AP, printers, computers and other devices
  - Troubleshoot issues
- Business or sector** Film (Print and Media)

## EDUCATION AND TRAINING

---

- 2017 – 2019 **Applied informatics and programming programme**  
Technical University of Cluj, Post-graduate programme
- Office and Internet applications
  - Programming complements - C++
  - User interfaces programming - Java
  - WWW applications - HTML, CSS and PHP
  - Creation and operation of relational databases - Oracle SQL
  - Advanced programming - C#
  - Notions of operating systems and computer networks
- 2004 – 2009 **Theatrologist**  
Theater and Film Faculty, Babeş-Bolyai University, Cluj-Napoca
- Theater history, theater journalism and theater management
- 2002 - 2004 **IT Technician**  
Școala postliceală „Phoenix” (Technical School), Cluj-Napoca
- Computer and network administrator
- 1998 - 2002 „Gheorghe Șincai” High School

Mother tongue(s) romanian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
French	B2	B2	A1	A1	A2

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

Communication skills ▪ good communication skills gained through my experience as sales person and as a result of working with small to medium teams

Organisational / managerial skills ▪ being able to step back and see the bigger picture

Job-related skills ▪ fast learner

Digital competence	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
	Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

- xslt, xpath, 3b2, xml, formex v4 – Advanced user
- Office Suite – Advanced user
- Adobe Creative Suite – Advanced user
- Linux – Advanced user
- HTML, CSS – Advanced user
- Java, SQL, C++, C# – Beginner user (learning)

Other skills ▪ Photography (analog and digital)