



**Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>**

# Jurist, jurisconsult, avocat

## Despre mine

MS office

## Experiența profesională

### Executive Support Associate (temporary appointment) · UNHCR Moldova

*Martie 2022 - Iunie 2022 · 4 luni*

Arrange appointments and maintain Supervisor's calendar, ensure attendance and well set up of meeting rooms;

Arrange meetings with high-ranking officials and official receptions given by the Supervisor;

Manage the flow of information to/from the Supervisor and other senior staff; identify priority matters that need to be urgently addressed or signed by the Supervisor;

Prepare briefing materials for Supervisor for official trips or special meetings including agenda, travel details and background documents;

### Avocat · BAA "Efrim, Rosca & Asociatii"

*Ianuarie 2020 - Noiembrie 2021 · 1 an 11 luni*

Redactare contracte, opinii

Reprezentarea in instantele de judecata (civil, penal, contraventional, contencios administrativ)

Negocieri de tranzactii

Consultatii persoane juridice (nationale/internationale) si fizice

### Avocat · CA "Patrachi Mircea"

*Ianuarie 2015 - Decembrie 2019 · 4 ani 11 luni*

Redactare contracte, opinii

Reprezentarea in instantele de judecata (civil, penal, contraventional, contencios administrativ)

Negocieri de tranzactii

Consultatii persoane juridice si fizice

- 👤 38 ani
- ♂ Masculin
- 📍 Chișinău
- 💰 18 500 MDL

## Preferințe

- Full-time

## Limbi

- **Română** · Fluent
- **Rusă** · Fluent
- **Engleză** · Fluent

## Permis de conducere

Categoria: B

Cu automobil personal

## **Project manager** · Teamnet (Romania, Bucuresti)

*Martie 2012 - Decembrie 2014 · 2 ani 10 luni*

Managing, distributing and monitoring tasks and activities in accordance with the project goals and deadlines;

Drafting project deliverables as project charters, plans, project progress reports, procurement plans, budget spending reports, minutes of meeting, risk logs etc.;

Ensuring team's understanding of their roles, responsibilities, internal company processes and terms of the contract;

Maintaining a suitable, clear communication level; managing client and stakeholder expectations; assisting the development team in solving project issues and removing roadblocks;

Accountable for regular reporting on the project's progress, identified issues, management of the team, scope and change control, quality and financial management, retrospective (lessons learned) workshops;

## **Studii: Superioare**

### **USM masterat**

*Absolvit în: 2010*

Facultatea: Drept

Specialitatea: Drept civil

### **USM**

*Absolvit în: 2008*

Facultatea: Drept

Specialitatea: Drept economic