



38 ani
 Masculin
 Chișinău
 18 500 MDL

Preferințe

- Full-time

Limbi

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

Permis de conducere

Categorie: B
 Cu automobil personal

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 · Chișinău

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" · Chișinău

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" · Chișinău

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

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