Adrian-Ioan Moldovan

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**PROFILE**

Young trilingual professional interested in the national and international legislative and judicial systems, policy-making and politics interested in Contract, Commercial, Business, Corporate and Insolvency law. During high school, I chose a bilingual English-Romanian Social Sciences programme for high linguistic competences and a grasp of the social, economic, and cultural issues to which I seek to keep updated continuously. As I am currently studying Law at UEA (the common-law legal system), I look forward to working either in Commercial and Corporate law, especially in Banking and Finance Law and Debt Recovery.

**EDUCATION & QUALIFICATIONS**

* University of East Anglia - Bachelor`s degree Law Degree **2015-2018**

Studying the core subjects for qualifying as a lawyer such as Criminal Law, Contract Law, Constitutional and Administrative Law, Business Law, Tort Law, Land Law, EU Law, Trusts Law with an emphasis on commercial-related legal areas. Currently a 2nd year student with a prospect of graduating with a first or a 2:1.

* ‘’Gheorghe Sincai'' High School - Overall 95% - Bilingual Social Sciences programme **2011-2015**

**KEY ACHIEVEMENTS**

* Romania´s Ambassador at the First Youth Conference of Human Rights, Strasbourg
* Civic Citizen Award
* 2nd Prize at the National Philosophy Contest
* 3rd Prize at the National Literature and Language Contest

**WORK EXPERIENCE**

**Night Receptionist | Premier Inn, Norwich Sep 2016 to Jan 2017**

Student job in the city I study, Norwich. This part-time position introduced me to Hospitality. Apart from customer service (greeting customers, allocating rooms), this position focused on cash-control procedures (banking in-out, petty cash control), administrative handover to the morning shift (rooms’ control, maintenance report) and food preparation (breakfast arrangement). While in this position, I developed the resilience of working unsocial hours and accommodating a large volume of customer with unique needs. This resilience is a rarely-met and needed quality in the busy modern work environment.

**Trainee for MEP | European Parliament May 2016 to July 2016**

Traineeship at the European Parliament in an MEP office. This traineeship purpose is to work closely with the MEP and with the MEP assistants to organise working groups and meetings, compiling information, and documentation, preparing reports and answering citizens’ administrative and legal inquiries, as well as participating in unit meetings and other events. Moreover, this traineeship improves my general knowledge about the European institutions, especially the ones regarding the legislation-making process in the European Parliament. Moreover, this position is a complement to my common-law bachelor studies in the United Kingdom when researching the continental legislation to formulate pertinent answer to citizens' questions regarding the EU law and the role of the European Parliament. The committees I work closely with are the Fisheries Committee, EU-Moldova Parliamentary Association Committee and the Euronest Parliamentary Assembly, but our MEP is also a substitute member for the Foreign Affairs, Regional Development and the Security and Defence Committees.

**Customer Assistant | Tesco Nov 2015 to April 2016**

* Delivered great customer service and improved my costumer-related skills
* A better knowledge on how a supermarket operates generally
* Learnt more about cash handling procedures
* Improved my communication skills
* Insight into Consumer law, trader and consumers’ obligations, refunds procedure, corporate world

**English-Romanian, Romanian-English Translation | Volunteering with local travelling NGOs September 2012-September 2015**

* Helping tourist with documents translations and interpreting
* Conference and business meeting documents translation and interpretation
* Phone consultancy
* Proofreading documents and translations
* Managing a team of volunteer translators

**Medical Administrator | Private Medical Practice of Endocrinology and Diabetes September 2012-September 2015**

* Updating the patients’ database
* Making in-person email and phone appointments
* Explain patients the medical procedure
* Completing medical certificates and prescriptions
* Welcoming patients before their appointment
* Checking bills
* Money handling procedures
* Taking personal data from patients

**Financial Content Writer | Wedart Events SRL Jul 2015 to Nov 2015**

Small company in Romanian specialising in providing content writing solutions on different niches

* Write financial analysis for different stocks that describe economic indicators of stocks
* Uploading articles on WordPress
* Editing mistakes in articles
* Increased the views by 200%
* Better operating of computers
* Web design skills
* Better knowledge of financial instruments and trends
* Development of commercial awareness towards Finance and Banking as I conducted daily research

**Content Writer | Private company in Ukraine Sep 2014 to Mar 2015**

Working remote for a small firm in Ukraine. All the activity took place online.

* Writing articles about online gambling platforms, online slots machines
* Re-writing of mistaken articles
* Updating websites with new optimized content
* Increased marketability of the company´s online platforms
* Great experience in the international work market
* Increased flexibility and adaptability to foreign employer´s working patterns and taught me how to work in accordance with tight deadlines

**Interview Operator | Eurodata Management Aug 2012 to Nov 2012**

A national market research company, partner of GfK

* Polling the respondents in qualitative and quantitative marketing studies
* Reporting data to the Area Coordinator
* Occasional supervision attributes
* Data processing skills
* Excellent customer service award
* Motivation to exhibit better work standards based on commission/ increased my motivation and advocacy skills

**ADDITIONAL INFORMATION**

* Other Skills: - First Aid skills
* Computer operating - Advanced ECDL (European Computer Driving Licence)
* Languages: English-Native, Romanian-Native, **Legal French Diploma (B2) – Intermediate level**
* **Working towards a Certificate in Corporate Finance**  to refine my knowledge regarding Banking and Finance law

**INTERESTS**: Swimming, Travelling, Freemasonry, Investment, Corporate Finance

**Please contact my last employer or my academic advisor:**

Nica Roxana Mirela Dr. Sabine Jacques

Assistant to MEP Academic Advisor

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