

PERSONAL INFORMATION

Alexandra Gabriela Bardas



 Bucharest, Thessaloniki (Romania, Greece)

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 alexandra_bardas@yahoo.com

 www.bardastranslations.webs.com

Sex Female | Date of birth 22 Sep 83 | Nationality Romanian

POSITION

Freelance Translator

WORK EXPERIENCE

01 April 2007 – 31 July 2013

Attorney at Law

CIA Bardas Alexandra Gabriela
Romania (Romania)

Civil & Commercial Law, Labor Law, Real Estate, Trade Marks, Corporate Activities

1 Dec 09 – 31 May 12

Team Leader

OMV Petrom SA

www.petrom.com

Labor Law, Civil & Civil Procedure Law, Litigation

1 Feb 08 – 30 Nov 09

Attorney at Law

Plaza Centers Management Romania SRL

www.plazacenters.com

Contract Law, Commercial Law, Corporate Law

1 Apr 07 – 30 Oct 07

Corporate Lawyer

Rompetrol SA

www.rompetrol.com

Corporate Law

1 Sep 06 – 31 Mar 07

Legal Counselor

INTERLEX Consultancy and Training Center

www.interlex.ro

Commercial Law, Contract Law, Corporate Law,

15 Jun 05 – 15 Sep 06

Student Legal Practice

EDUCATION AND TRAINING

- 07 – 08 Senior Lawyer Postuniversity Degree

National Institute for Training and Improvement for Lawyers (INPPA)
- 06 – 07 Master of Laws (LLM) Master/Postuniversity Degree

University of Bucharest, Faculty of Law

Business Law
- Sep 06 – Oct 06 Postuniversity Degree

Bucharest Chamber of Commerce and Industry in collaboration with Bucharest Polytechnic University - Advanced Technology Center, BUCURESTI

Drafting and management of the European Project (structural funds)
- 02 – 06 Bachelor of Laws (LLB) University Degree

Nicolae Titulescu University, Faculty of Law

Law
- 98 – 02 High School Diploma High School

"Mihail Kogalniceanu" National College

Foreign Languages

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C1	C1
French	B2	C1	A2	A2	B1
German	A2	B1	A1	A1	B1

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

Communication skills Good communication skills gained through training, speaking in front of groups;
 Good adaptability to multicultural environments due to my work experience in multinational companies

Organisational / managerial skills

Translation of all kind of documents in different fields (legal, general, management, psychology - human resources, marketing, travel, tourism).
 Leadership (responsible of a team of 8 people);
 Experience in team and resources management

Job-related skills

Certificate in Advance English (CAE) from University of Cambridge ESOL Examinations;
Technical skills and competencies in translation gained through work exposure to different environments and situations

Computer skills

Good command of Microsoft Office tools, Web browsing, Wordfast

Other skills

Like Tourism & Travels, Theater, Literature, Psychology

Driving licence

B

ADDITIONAL INFORMATION**Memberships**

Member of Romanian National Bar Association (UNBR), Galati Bar Association