



ADELA-MARIA SUCIU

Date of birth: 21/02/2000 | **Nationality:** Romanian | **Gender:** Female |

(+40) 747086599 | adela.suciu@costas-negru.ro | www.costas-negru.ro |

Str. Pitești, nr. 18, ABA Office, 1st floor, 400119, Cluj Napoca, Romania

WORK EXPERIENCE

03/10/2022 – CURRENT – Cluj-Napoca, Romania

LAWYER – COSTAȘ, NEGRU & ASOCIAȚII - LAWYERS' CIVIL PARTNERSHIP

The main activities are:

- legal consultations and requests;
- legal assistance and representation;
- drafting legal documents following a research activity;
- interpretation and study;
- any means and ways specific to the exercise of the right of defense, under the conditions of the law.

04/07/2022 – 04/08/2022 – Târnăveni, Romania

STUDENT PRACTITIONER - CEUȘAN RALUCA INDIVIDUAL NOTARY OFFICE

Within the notary office I had the following tasks:

- drafting of declarations and powers of attorney;
- drafting of contracts;
- I provided assistance in the succession procedure;
- I consulted the electronic register.

By my presence I consider that I have contributed during the period of practice in dealing with the problems of the firm's clients, succeeding to obtain favorable results in open actions.

01/03/2021 – 24/09/2021 – Târnăveni, Romania

STUDENT PRACTITIONER - BUNEA TEOFIL COSMIN LAW OFFICE

At the Bunea Teofil Cosmin law office I learned additional skills in:

- how to organize, select and transmit correspondence;
- organization of acts, documents, filing, archiving them;
- performing activities of printing, scanning, photocopying of documents;
- updating the customer list;
- information about the stage of the procedure;
- updating the agenda of the cabinet - informing the lawyer;
- identifying solutions about certain types of clients;
- study of files;
- keeping professional secrecy;
- I studied related jurisprudence.

● EDUCATION AND TRAINING

01/10/2018 – 01/07/2022 – Cluj-Napoca, Romania

BACHELOR'S DEGREE OF LAWS – University Babeş-Bolyai, Faculty of Law

Address Str. Avram Iancu, nr. 11, Cluj-Napoca, Romania |

Website <https://law.ubbcluj.ro/index.php/home>

01/09/2014 – 19/06/2018 – Târnăveni, Romania

BACCALAUREATE DIPLOMA – Andrei Bârseanu High School

Address Str. Republicii nr.15, Târnăveni, Romania | **Website** <https://andreibarseanu.ro/>

● LANGUAGE SKILLS

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
FRENCH	A2	B2	A2	A2	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

My Digital Skills

ECDL Certificate | Microsoft Office | Microsoft Word | Microsoft Powerpoint | Microsoft Excel | Communication and Communication Skills | Zoom

● COMMUNICATION AND INTERPERSONAL SKILLS

Social skills

- Analytical spirit;
- Very good communication both in writing and orally;
- Strong sense of responsibility developed through high school and university studies;
- Making decisions according to the capacity for analysis and logical reasoning;
- The ability to work under stress and against time;
- Punctuality;
- Perseverance;
- Seriousness and the ability to successfully complete the tasks received.

● **MANAGEMENT AND LEADERSHIP SKILLS**

Management and leadership skills

Leadership ability, forecasting, organizational skills, ability to work in a dynamic environment.
Ability to assimilate new information, adapt in any field, manage unforeseen situations, stress management and efficient organization of time.

● **ORGANISATIONAL SKILLS**

Good organizer

-Very organized person;
- Person who values details, extremely good intuition;
- Person who adapts easily, flexible, responsible and passionate about everything she does, a realistic person.

● **DRIVING LICENCE**

Driving Licence: AM

Driving Licence: B1

Driving Licence: B

● **VOLUNTEERING**

10/10/2018 – 10/03/2020

Volunteer at OMNIPASS

Cluj-Napoca

Within the OMNIPASS organization, I collaborated with young and ambitious people, I participated to the biggest events dedicated to students, to events and trainings dedicated to develop professional skills.