



## Andrei Fătu

**Date of birth:** 05/05/1999 | **Nationality:** Romanian | **Gender:** Male |  
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### WORK EXPERIENCE

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.

2020 – 2022 – Baia Mare, Romania

**STUDENT PRACTITIONER – OVIDIU CHINDRIȘ- LAW OFFICE**

At the Ovidiu Chindriș 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.

2018 – 2022 – Cluj Napoca, Romania

**VOLUNTEER – ELSA CLUJ-NAPOCA**

### EDUCATION AND TRAINING

2022 – CURRENT – Cluj-Napoca, Romania

**MASTER IN NATIONAL AND EUROPEAN RIGHTS – University Babeș-Bolyai, Faculty of Law**

**Address** Cluj-Napoca, Romania

2018 – 2022 – Cluj Napoca, Romania

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

**Address** Cluj Napoca, Romania

**Address** Baia Mare, Romania

## ● **LANGUAGE SKILLS**

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Mother tongue(s): **ROMANIAN**

Other language(s):

	<b>UNDERSTANDING</b>		<b>SPEAKING</b>		<b>WRITING</b>
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	B2	B2	B2	B2	B2

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

## ● **DIGITAL SKILLS**

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### **My Digital Skills**

Microsoft Office (Excel PowerPoint Word) - nivel intermediar | Microsoft Word | Zoom | Microsoft PowerPoint

## ● **COMMUNICATION AND INTERPERSONAL SKILLS**

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### **Social skills**

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- 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**

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### **Leadership**

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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.