

Raluca Ana Ionita

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Email: ralucaionita79@yahoo.com



Objectives

Professional self-development inside of a succesfull company

Experience

Date of Employment : 6/15/2011 – 5/31/2014

Company name GENOR MEGA CONSTRUCT

Bucharest, Romania

Head of Legal Department

- Draw up legal documents including service providing, barter, sponsor, rent-service, equipment leasing or acquisition, transfer, buying or selling contracts
- Negotiating legal conditions of the contracts for the com pany
- Legal advice of the employees from other departments of the company about legal sides of their activity
- Analysis and Approval of actual contracts of the company with suppliers and customers and updating them to trading legislation and business interests
- Analysis of labour contracts of the company and propose improvements for the better evolution of day-to-day activity
- Analysis and Approval of the documents received from the other departments of the company and offer legal advice of the matters the're refering to
- Continuously updating the informations about new legislation changes and keeping informed all the company's employees who's activity are affected therefore
- Solving legally issues of the company
- Management counseling about legally correctness and dealing of their strategy
- Recruiting, coaching, lay-out working procedures and evaluation methods for legal department's personnel, elaborate the department's budget
- Verify and register the contracts and overdue debts of the company
- Responsibility for register, correspondence and archive of the company's documents
- Always in touch with company's suppliers and customers, keeping up to date the balance of payments

Regarding Human Resources :

- Elaborating, archiving and inputing data into REVISAL, SAGA or SAP programme's database of the employee's work contracts and operates all the documents referable to these work contracts;
- Check up validity of the documets shown by the new employees for their register card booking;

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- Issuing records under the law and at employee's request

Regarding Safety and Health Regulations:

- The organization, coordination and monitoring of all the protection and prevention activities according to active law;
- Verifying the ways the safety and health, fire prevention and environment protection regulations are implemented;
- Verifying and testing the employees for assimilation of safety and health regulations, self tasks prevention instructions or account card responsibilities;
- Provide surveying and conformation to Safety and Health regulations, Fire Prevention and Environment Protection by all the employees, according to law;
- Performing internal checkouts and advising in writing the employer about the faults determined and rectifying actions as proposals;
- Offer legal advice to all chief's departments within the company regarding Safety and Health Regulations in action and Environment Protection.

Recommendation: George Trifan - General Manager

Roxana Apostoiu – Head of Human Resources Department, telephone: 07440657607

Experience

Date of Employment: 1/15/2011 – 5/30/2011

Company name: E.A.P.L. Falmouth

Cornwall, UK

Administrator

- Organizing and registering the documents
- Editing documents and entering data into electronic database system
- Holding relations with the suppliers and the customers
- Management of small budget current expenses and bank transfers
- Redirecting the incoming e-mails to the suitably division
- Archiving the company's documents
- Draw up and presentation of reports and schemes
- Management of the activity for the administration staff
- Handling the conflicts between administration staff and the employees
- Good team work with other divisions like Financial Department (especially with provision the budget or financial reports)

Recommendation: Lee Harris - Project Manager, telephone: 07713030001

Experience

Date of Employment : 6/15/2006 – 12/31/2010

Company name NATIONAL CHILDREN'S HOUSE

Bucharest, Romania

Legal Adviser

- Providing conformation to law in action for all the company's activities and offering legal advice to all its departments and management
- Providing legal advice and continuously reports to management team about law's changes
- Representing the company and its interests, defending its lawfull rights against public authorities, institutions or any other kind of legal or physical person, romanian or foreign

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- Getting out regulations, decisions, dictations or instructions regarding current activity of the company according to law in action
- Settle down petitions from entire law range (civil, criminal, community etc)
- Laying out the legal documents and the contracts of any kind and negotiating the legal terms of the contracts also
- Compose, approve and countersign legal documents, verify: the parties identity, the assent, the content and the date of all the company's concluded documents
- Verifying the conformation to law in action of all and any legal documents of the company
- Attend to the negotiation of the Corporate Work Contract and to elaboration of Internal Regulation
- Watch over the law enforcement and conformation in case of dismiss or modifying the individual work contract
- Fill in and write changes into National Employee's Registry Record
- Make and answer to appeals, intimations, convocations or reconciliations on the strength of a contract terms

Experience

Date of Employment : 9/15/2004 – 6/14/2006

Company name NATIONAL CHILDREN'S HOUSE

Bucharest, Romania

International Relations Teacher

- Introduction into International Relations to middle school and high school students
- Teaching the main research areas related to International Relations such as International Economic Politics, Foreign Politics, Security Studies, Peace Research etc
- Teaching English for kindergarten and primary school pupils
- The smooth educational learning by choosing with perception of the visual aids adapted to practical examples from classroom in order to ensure efficient didactics
- Matching complementary visual aids with learning content, therefore they're a real support within the learning process
- Aptitude for detecting the cause of a child's behaviour and suggest relevant solutions;
- Involvement in educational activities teams, made up through the school year, as organiser, manager or member
- Contraction of educational partnership with other establishments in order to streamline the learning process and for the enrichment of the visual aids of the school unit, also
- Aptitude for motivate and improve the pupil's behaviour by implementing sanctions and compensations, after evaluation of the behaviour in terms of school's regulations, family, society etc

Experience

Date of Employment : 4/1/2006 – 9/30/2006

Company name STENASAB - PRODIVCOM

Pitesti, Romania

Office clerk

- Operating documents;
- Managing the suppliers/customers database;
- Compiling reports, offers, documents etc
- Maintaining the business relations with customers and suppliers
- Compiling basic accounting documents: invoice, receipt, discharge receipt, records, payment evidence, filling in bank cheques etc

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- Weekly/monthly activity reports
- Filling in and administration of employee's files
- Employee's database administration correctly and on schedule
- Training of the new employees looking at Internal Regulation, company introduction
- Compiling records requested by the employees

Academic Education

1998 To 2002 **Romanian-American University** Bucharest (Romania)

Law

- Legal adviser

1994 To 1998 **"Spiru C Haret" High School** Bucharest (Romania)

History and Social Science

Qualifications, Certificates

Dates of Attendance: 2007 – 2013

Bucharest Legal Advisors College – member

Dates of Attendance: 2013

Certificate of Graduation for Security and Health Regulations Inspector , established by Work, Family & Social Protection Ministry together with Educational, Research, Youth & Sports Ministry

Languages

- ✓ Romanian - native
- ✓ English – very good
- ✓ Beginner in French
- ✓ Average in Spanish

Skills

- **Communication**
 - ✓ Able to communicate complex information to individuals and groups
 - ✓ Able to take and give instructions and maintain active listening during times of pressure
 - ✓ Successfully mediated conflicts between management staff and employees
 - ✓ Advanced problems solving and decision making abilities
- **Administration**
 - ✓ Good organisational skills, very organised and prioritised personal schedule
 - ✓ Flexible to operate in a dynamic and rapidly changing environment
- **Computing**
 - ✓ Good knowledge of MS Word, Outlook, Excel and Power Point
 - ✓ REVISAL, SAGA and SAP knowledge for HR needs
- **Other**
 - ✓ Driver license EU, cat.B since 2004