

Curriculum Vitae Europass



Personal Information

Surname/First Name **COJOCĂRESCU Alvera Alexandra**
 Address(es) Sg.Maj.Vasile Topliceanu Nr.15
 051761 Bucharest (Romania)
 Mobile +40 720 083 208
 Email(s) alve_86@yahoo.com
 Nationality Romanian
 Date of birth 23 June 1986
 Sex Female

Job Applied For / Employment Field

Legal

Work Experience

Dates	01/02/2011 – present
Occupation or position held	Counsellor
Employer's name and address	Government Secretariat General
Dates	01/09/2009-31/01/2011
Occupation or position held	Legal Adviser (intern)
Main activities and responsibilities	Offered legal advice, drafted legal documents, liaised with the Trade Registry
Employer's name and address	SC Auto Imola SRL Sos. Giurgiului nr. 164, Bucharest (Romania)
Type of business or sector	Auto
Dates	01/03/2007-01/06/2007
Occupation or position held	Tax Law Intern
Employer's name and address	“Boștina și Asociații” Bucharest (Romania)
Type of business or sector	Legal
Dates	01/02/2007 - 01/09/2009
Occupation or position held	Human Resources Officer
Main activities and responsibilities	Drafted personnel documents; updated labour books and filled in the General Employee Record-Keeping Register; monthly calculated salaries; permanently updated labour legislation knowledge.
Employer's name and address	SC Auto Imola Sos. Giurgiului nr. 164, Bucharest (Romania)
Type of business or sector	Auto

Education and Training

Dates 2016-2017
Education/Training organisation's name and type The Romanian Diplomatic Institute

Dates 2012-2017
Qualification awarded Doctoral candidate
List of principal subjects covered/skills acquired Public Administration, Business and Human Rights
Education/Training organisation's name and type The National School of Political Studies and Public Administration

Dates 01/10/2009-21/07/2010
Qualification awarded Master's Degree in Business Law
List of principal subjects covered/skills acquired Company Law, Business Law, Management, Marketing, Accounting.
Education/Training organisation's name and type Titu Maiorescu University
Calea Văcărești Nr.187, 040051 Bucharest (Romania)

Dates 01/10/2005-14/07/2009
Qualification awarded Bachelor of Laws
List of principal subjects covered/skills acquired Civil law, criminal law, civil procedure, criminal procedure, financial law, tax law.
Education/Training organisation's name and type Titu Maiorescu University
Calea Văcărești nr. 187, 040051 Bucharest(Romania)

Personal skills

Mother tongue **Romanian**

Other language(s)

Self-assessment
European level ()*

English

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B2	Independent user	C2	Proficient user	B2	Independent user	B2	Independent user	B1	Independent user

(*) *Common European Framework of Reference for Languages*

Scientific Research Reports

- Business and influences on the human rights
- Business Responsibility in respecting, promoting and protecting human rights
- National Action Plans on Business and Human Rights

Scientific Presentations

- The “Autonomy, non-discrimination and inclusion” Conference – organised by the *Institutul Român pentru Drepturile Omului* [Romanian Institute for Human Rights] - 23 October 2012, Bucharest.
- The International European Cultural Conference on Human Rights on “The right to happiness” – organised by Dimitrie Cantemir Christian University –13-15 December 2012, Bucharest.
- The Course of the International University of Human Rights, 21st Edition, on “Human Rights - Reality, perspectives” - organised by the Romanian Institute for Human Rights, 30 October – 30 November 2013, Cheia.
- The Project Annual Conference – organised by the European Law Institute -4-6 September 2013, Vienna.
- The International Conference on “Actual problems of the political and legal environment of the European Union” organised by *Societatea Română de Drept European* [the Romanian Society of European Law] in partnership with SNSPA - 24-25 October 2013, Bucharest.
- The 8th Edition of the Conference on “New perspectives in the field of human rights” organised by the Romanian Institute for Human Rights - 1-3 November 2013, Cheia.
- The Conference organised on the occasion of 5 years since the establishment of the Autism Awareness Day -2013
- The International Conference on “Non-discrimination and equal opportunities – NEDES”, 2014
- The 1st Annual International Conference on Law and Administrative Justice from an Interdisciplinary Perspective – SNSPA, IRDO, Sakarya University, 21-22 November 2014, Bucharest
- The Course of the International University of Human Rights – organised by the Romanian Institute for Human Rights, 24-28 July 2016, Cheia.
- The 3rd Annual International Conference on Law and Administrative Justice from an Interdisciplinary Perspective – SNSPA, 25-27 November 2016

Publications

- New regulations of the European Convention on Human Rights made by Protocol No. 15, Romanian Magazine of European Law, Wolters Kluwer Publishing House, 2013.
- National Action Plans on Business and Human Rights, *Revue européenne du droit social*, Biblioteka Publishing House, 2014.
- National Action Plans on Business and Human Rights, “Human Rights” Magazine, IRDO Publishing House, 2014.
- Future Developments and Business Environment in terms of Economic, Legal, Social, Political and Human Rights, International Conference -The Efficiency of Legal Norms - 5th Edition ”The Science of Law - In the Vanguard or the Rearguard Of Social, Political and Economic Phenomena?”, 2016, Cluj-Napoca.
- Business responsibility in respecting, protecting and promoting human rights, 3rd Annual International Conference on Law and Administrative Justice from an Interdisciplinary Perspective, Bucharest, 2016.
- Evolution of the Business - Human Rights Relation at European Union level, ProUniversitaria Publishing House, Bucharest, 2017 (emerging).

Other doctoral training activities

Member of the European Law Institute - 2016
Member of the Romanian Society of European Law - 2013
Participated in the workshop *Stereotypes and Preconceived Views* organised by the Romanian Institute for Human Rights - 2013
Participated in the Symposium dedicated to the Autism Awareness Day – April 2013
Participated in activities organised by the Romanian Institute for Human Rights between 1 and 5 April 2013 on the occasion of 5 years since the establishment of the Autism Awareness Day

Social skills

Communication skills obtained as a result of the experience as a salesperson, creativity, dynamism, efficiency, team spirit, the ability to adapt to multicultural environments obtained through the experience gained after one year of studies in France.

Organisational skills	Structuring, synthesis, decision making.
Digital competence	Word Editing, Power-Point, Excel, Adobe.
Other skills	Hobbies: reading, swimming, tennis, trips.
Driving licence	B
Additional Information	<p>Member of the European Law Institute - 2016</p> <p>Member of the Romanian Society of European Law- 2013</p> <p>Senior Legal Adviser – <i>Colegiul Consilierilor Juridici București</i> [College of Legal Advisers of Bucharest] - 2012</p> <p>Legal internship at “Mihai Marian” Law Office - 2010-2011</p> <p>Legal internship at “Boștina și Asociații” Law Firm - 2008</p> <p>Erasmus Grant in France for 1 year – 2007-2008</p> <p>French courses at the French Institute in Bucharest - 2007</p> <p>English Language Certification - 2005</p> <p>IT Certification - 2005</p> <p>CISCO courses - 2004</p>