

PERSONAL INFORMATION Elena- Alexandra Gorgos

 3, Mihai Viteazu Street, Bacau (Romania)

 0763.658.415

 alexa_elenas85@yahoo.com

Nationality: Romanian

Date of birth: 06.04.1985

Gender: Feminine

WORK EXPERIENCE

11/04/2016–Present Assistant – Registrar (assimilated with Legal Adviser – Law no. 7/1996)

Regional Office for Cadastre and Land Registration
78, I.S. Sturza, Bacau (Romania)

- Analyzing and verifying legal documents collected by the suppliers of the systematic registration services from the owners, precarious title holders regarding the immovable goods owned by them;
- Verification of buildings for the purpose of tabulation of existing rights on them in the Land Book, as well as any other legal operations for which the legislation provides for the registration in the Land Book;
- Examination of existing encumbered buildings;
- The deletion of encumbrance claims that have been lost or otherwise extinguished by law;
- Land Book Conversions;
- Verification of real estate in special registers of land register sporadic cadastre, kept in electronic format;
- Adoption of the manner of registration of the existing legal rights and relations for carrying out the systematic registration process;
- Drawing up of minutes for finding and receiving the cadastral technical documents related to the systematic cadastre, divided in cadastral sectors;
- Issuing recommendations for completing systematic registration at cadastral sector level and administrative-territorial unit, in line with current legislation;
- Issuing legal documents registered in the Register of Transcriptions and Inscriptions, respectively in the Land Register - sporadic registration, to the providers of the National Cadastre and Land Register Program;
- Publication of the technical documents of the cadastre within the framework of the implementation of the National Cadastre and Land Register Program;
- Recording, analyzing and solving requests for rectification of the published cadastral documents;
- Provide clarifications to the persons who submitted requests for rectification of the cadastral technical documents or those who challenged the quality of the owner;
- Communicating the minutes of solving the complaints of interested persons;
- Verification of updating by the providers of the technical documents of the cadastre, following the solving of rectification requests and following the integration of the sporadic technical papers registered during the period of publication and rectification of the cadastral technical documents;
- Closing the systematic registration work based on the ANCPI General Director's Order and the opening of the new Land Books;
- Archiving of cadastral technical documents and closing of old records;
- Analysis of service contracts and financing contracts aimed at achieving the objectives stipulated by the Cadastre and Publicity Law no. 7 / 1996, republished, regarding the performance of

cadastral measurements and registration of properties in the Land Registry (irrespective of whether the real estate belongs to the public domain or to the private one);

- Establishing professional relations and collaboration with the representatives of the administrative-territorial units for the correct and efficient deployment of the systematic registration work on the territory of Bacău County.

Business or sector Judicial

03/09/2008–10/02/2015 Secretary; Legal Adviser

Alexandru Marius Bîrgăoanu & Adina Beatrice Bîrgăoanu Public Notary Office

8 Energiei Street, Bacau (Romania)

- Providing legal counsel to clients (individuals and legal entities);
- Receiving and analyzing the documentation related to the performance of notarial procedures;
- Customer scheduling based on customer request, notarial office availability, nature of legal act and urgency;
- Drawing up notarial acts (civil law contracts, commercial law, tax law, proxies, statements, succession debates, succession passive liquidation, wills, divorce procedure, receipt in the deposit, etc.)
- Signing notarial acts or carrying out other notarial procedures by going to the place requested by the parties along with the public notary, respecting territorial competence;
- Writing documents, archiving and reporting;
- E-mail administration;
- Ensuring communication with public institutions (City Halls, Regional Office for Cadastre and Land Registration, Tax Administration, Local Public Service of Population Records, etc.);
- Studying cadastral documentation;
- Communication of divorce certificates, registration of divorce certificates in the National Register Evidence of Divorce Applications;
- Verification of the validity of proxies in the National Notarial Register of Evidence of Procuress and Revocations;
- Drawing up and transmitting paternity recognition declarations;
- Preparation of inheritance vacancy certificates;
- Preparation of inheritance certificates;
- Drawing up the conclusion of the certification of facts;
- Enquiring on the existence of other inheritance requests in another public notaries office;
- Requesting land registry extracts for information and authentication;
- Requirement of certificates of tasks related to buildings not inscribed in the land book;
- Registering matrimonial conventions in the Land Book;
- Making requests for registration in the land register of property rights, other rights, as well as of other legal acts or facts, provided by law;
- Drawing up and submitting applications for the signing of the bilateral sales and purchase promises, of the rents, of the lease agreements, etc.;
- Requiring the removal from the Land Book of some rights, conventional or legal mortgage rights;
- Issuing of land registry closures by which the claims of the employers' notary office have been settled;
- Analyzes and statistical, financial statements;
- Counselling aimed at concluding the parental agreement in the case of divorces by agreement.

Business or sector Judicial

EDUCATION AND TRAINING

01/10/2014–Present	Doctoral Student National School of Political Science and Public Administration, Bucharest (Romania) Science of communication	EQF level 8
2009–2011	Master The National School of Political Science and Public Administration, Bucharest (Romania) Mass media and society; Geopolitics; Audio-visual communication; The philosophy of culture; Publicity and advertising; Analysis of public discourse; Organizational communication; Public relations; Political marketing; Drawing and publishing techniques in public relations; Image Crisis Management; Brand analysis	EQF level 7
2004-2008	Bachelor in Law The Faculty of Law - Alexandru Ioan Cuza University, Iași (Romania) Graduated <i>magna cum laude</i>	ISCED 6
2000–2004	Baccalaureate Diploma Gheorghe Vrânceanu National High School, Bacău (Romania) Graduated with an overall Baccalaureate score of 9.91. Philosophy; Psychology; Economy; Civic culture; Logic; English language; French; Latin language; Universal history; Universal literature.	ISCED 3

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	C2	C1
French	B2	B2	B2	B2	B2
Spanish	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Exceptional ability to learn and adapt to new situations and requirements, the ability to respond promptly to change, analytical and summarising capacity - project and workplace skills; Initiation to periodic self-evaluation by reporting the results obtained in different areas of interest to the pre-defined objectives.

Organisational / managerial skills Predisposition towards teamwork, collaboration and co-operation, human resources training, personal responsibility. Ability to plan, to conduct, manage, monitor and evaluate team members. October 2013 - Member of the organizing committee of the National Conference "Afaceri.ro Bacău" (the diploma was recognized by the Association for the Promotion of Knowledge Economy in Romania);

Job-related skills Openness to communication, verbal prowess, initiative spirit, self-empowerment, orientation towards associative participation, knowledge and experience in conflict settlement and resolution, negotiation, multicultural interaction and interrelation

Digital competence Microsoft Windows și Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft Power Point), INTERNET.

Driving Licence B category

- Other information:**
- Publications
 - Presentations
 - Projects
 - Conferences
 - Recommendations
 - Certifications
- **Research assistant** for the 5th Chapter of the book "Teorie și diagnoză organizațională – repere pentru un management eficient", Elena-Mădălina Vătămănescu (2014). Bucharest: Editura Tritonic.
 - **Co-author of the paper** *The five Cs Model of Business Internalization (CMBI) – a preliminary theoretical insight into today's business internalization challenges*, presented at the International Academic Conference Strategica. Management, Finance, and Ethics, Bucharest, 2- 3 October 2014.

- **Co-author of the paper** *Media and Plagiarism in the Digital Era. The mimesis outlet*, presented at the International Conference Media and Public Sphere. Evaluating Media Ethics in the Digital Era, Bucharest, 24 October 2014.
- **Co-author of the paper** *New media as a catalyst of the European identity*, presented at the International Conference EURINT 2015, Iași, 22-23 May 2015. The paper was published in G.C. Pascariu, R. Țigănașu, C. Încalțărău & L.M. Simionov (Eds.), *Regional development and integration. New challenges for the EU. EURINT 2015* (pp. 353-370). Iași: Editura Universității „Alexandru Ioan Cuza” Iași.
- **Author of the paper** *The influence of network society on middle-aged people*, presented at the International Conference Qualitative Research in Communication, Bucharest, 23-25 September 2015.
- **Contracting-party in the European project** *”Competitivitate și excelență în cercetarea doctorală în domeniul științelor politice, științelor administrative, sociologie și științele comunicării”*, from July 2015 to December 2015. Active participation to the Ph.D Course European Integration and Europeization, Salamanca, Spain – study visit 08 -18 November 2015.
- **Review of the book** *”Mass-media, modernitate tendențială și europenizare în era Internetului”*, Constantin Schifirneț (2014), Bucharest: Tritonic. The review was published in 2016 in *”Revista Română de Sociologie”*, 3-4, 343-346.
- **Co-author of the paper** *”Europeanization through students’ lens: EU versus EaP citizens. Is there a collective identity?”*, presented at the International Conference Eurint 2016 -The Eastern Partnership under strain - time for a rethink?, Iași, 20-21 May 2016, subsequently published in the *Eastern Journal of European Studies*, 7(2), 185-206.
- **Co-author of the paper** *”Ethical challenges in the online media landscape”*, published in A. Țăranu (Ed.) (2016), *Proceedings of Third Academos Conference 2016. International Political Science Conference. Governing for the Future: Interdisciplinary Perspectives for a Sustainable World* (pp. 1-10). Bucharest: Medimond Publishing Company. The paper had been presented at the ACADEMOS International Conference 2016 - Governing for the Future: Interdisciplinary Perspectives for a Sustainable World, Bucharest, 9-12 June 2016.
- **Co-author of the paper** *”Forecasting consumers’ approaches by means of European legislation and online communication”*, presented at the International Conference Strategica 2016 - Opportunities and risks in the contemporary business environment, Bucharest, 20-21 October 2016.
- **Co-author of the paper** *”Online Communication and E-Commerce Dynamics in the European Union. A Consumer-Based Approach”*, published in 2016 in the *Review of International Comparative Management*, 17(4), 335-349.
- **Co-author of the paper** *”The technological advent and dynamics of the network society. The middle-aged approach”*, published in 2016 in *Broad Research in Artificial Intelligence and Neuroscience*, 7, 16-30, ISSN 2067-3957.
- **Participation** at the Conference - SMART 2016 Scientific Methods in Academic Research and Teaching – Timișoara, 17-20 November 2016– with the paper *”New horizons for business research, education and practice: integrating interdisciplinary*

tools and cognitive science advancements”.

- **Co-author of the paper** “Seeking sustainability at the international level: an investigation of B2B relationships”, presented at the *9th International Conference on Entrepreneurship, Innovation and Regional Development - ICEIRD 2016. Responsible Entrepreneurship. Vision, Development and Ethics*, Bucharest, 23-24 June 2016.
- **Author of the paper** „The European Civil Society in the Eyes of Professional Online Users”, published in 2017 in the *International Journal of Social Science and Economic Research*, 2(2), 2517-2538.

All the above information can be proved by formal documents. References may be given on demand.

Date,

31 August 2017