



Curriculum vitae

Personal information

Surname / First name **Grigorie Carmen Liana**
Address Craiova, Str. Calea București, Nr. 70, Bl R2, Sc 2, Ap 39
Telephone(s) 0351 80 84 80 Mobile: 0767 690 932
E-mail crm_ly@yahoo.com
Nationality Romanian
Date of birth 16.05.1982
Gender Female

Work experience

Dates 2004-present day
Occupation or position held Legal advisor
Main activities and responsibilities Representing the interests of the local authorities in front of the courts of law,
Endorsing the lawfulness,
Solving the notice files submitted on the basis of the special repair laws,
Taking part in public auctions,
audiences
public relations
Name and address of employer The Craiova City Hall, Str. A. I. Cuza, Nr. 7
Type of business or sector Legal Department, Specialized Assistance and Litigations

Education and training

Dates 2008
Training course The training program "The Control of the Lawfulness of the Administrative Documents through the Litigations Department"
Name and type of the institution/ training provider The National Institute of Administration within the Ministry of Internal Affairs and Administrative Reform
Dates 2005
Training course The training program "Litigations Department"
Name and type of the institution/ training provider The National Institute of Administration within the Ministry of Administration and Internal Affairs
Dates 2004-2005
Diploma obtained Postgraduate Specialization Courses in Administrative Law
Main subjects studied Law

Name and type of the educational establishment | The "Nicolae Titulescu" Law School, The University of Craiova

Dates | 2000-2004
 Diploma obtained | Bachelor's Degree
 Specialization | Public Administration

Name and type of the educational establishment | The "Nicolae Titulescu" Law School, The University of Craiova

Dates | 1996-2000
 Diploma obtained | Bacalaureate
 Specialization | Philology

Name and type of the educational establishment | The "Elena Cuza" National College, Craiova

Personal aptitudes and competences

Mother tongue(s) | **Romanian**

Known foreign language

Self-assessment

English

German

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	Written expression
Advanced	Advanced	Advanced	Advanced	Advanced
Average	Advanced	Average	Advanced	Advanced

Social skills and competences | Reliable, social, punctual, active, perseverant, responsible, strong in stressful circumstances, available for a varying work program, full of initiative, patient, ambitious

Organizational skills and competences | Organizational spirit
 The ability for team work

Computer skills and competences | Microsoft Excel, Microsoft Office Word, Internet exploring

Other skills and competences | „Introduction in the administrative science”, Editura Sitech 2005, publication;
 1st place diploma for the work The Principles governing the public administration, work defended in the Session of the Student Scientific Group of Administrative Science and Administrative Law
 Certificate of linguistic skills in English

Additional information | A strong desire for professional fulfillment