

MARILENA ROXANA
BADEA

Sos. Oltenitei no. 81
Bucharest

Contact number -
+40737334152

Email 23
marioxanabadea@gmail.com

Date of Birth –
23 January 1984

Marital Status -
Married.

Afghan visa valid unt

Certified in VACIS
system operations

PROFESSIONAL SUMMARY

<i>Glock weapon qualification</i>	<i>AK 47 weapons qualification</i>	<i>M240 weapons qualification</i>
<i>Certified in VACIS system operations</i>	<i>Certified in CROW system operator</i>	<i>Law degree</i>

01.10.2018- present day, AEGIS OPERATION S.R.L.

Bucharest, Romania

Legal adviser

Analyze and drafts contracts;
Representing the company in front of Romanian the courts;
Keeping in touch whit the legal departments of the business partners;
Drafting and analyzing legal letters to and from the business partners;
Obtaining approbations from the Romanian authorities for the ongoing projects;
All other necessary acts according to the job description.

01/08/2017 – 15/07/2018 GARDA WORLD

FOB FENTY – JALALABAD, AFGHANISTAN

ARMED GUARD - private contractor for US ARMY- DOD military base.

Scanner X-Ray operator, pedestrian and vehicle control check point’s C.R.O.W.S. system

Entry Control Points

- Screener duties at both Pedestrian Entry Control Point(PECP) and Vehicle Entry Control Point(VECP);
- Searching females, their belongings and vehicles;
- Checking identification: people, papers, cars;
- Operating both the scanner systems: high throughput personnel inspection system and VACIS system;
- AK-47 and M240 weapons qualifications;
- Work side by side with foreign and local nationals;
- Certified in VACIS system operations;
- Checks identifications and authorizations granting entrance to persons and vehicles with proper authority and denying entrance to those unauthorized;
- Inspects cargo on arriving commercial vehicles and ensures visitors have required escorts;
- Responds and reports alarms, suspicious activities, and violators in accordance with established procedures and policy;
- Reports any loss, damage or destruction of Government or Company property to the Security Operations Supervisor;
- Reports any loss, damage or destruction of Government or Company property to the Security Operations Supervisor.

Guard Tower

- Tower security according to the security plan;
- Certified CROW system operator.

Office

2014-2017 Lawyer Office Idriceanu Cristian
Assistant Management

- Keeping in touch with the company's partners;
- Processing correspondence received from partners;
- Drafting documents;
- Provides comprehensive functional and administrative support;
- Utilizes the MS Office application suite;
- Run reports and complete assigned tasks;
- Performs a variety of reporting;
- Data entry, related administrative support functions;
- Keeping record of primary accounting;

2013-2014
Security Agent
Aek Security Division S.R.L.

- Permanently supervises the monitoring center's equipment to intervene operationally when events are received;
- To always know the passwords (passwords) to the objectives and the way of action in the event of special events, established by the organization and functioning regulation of the company;
- Records in the specially designated register, events in the order of their production and how to solve them;
- Keep in touch with the intervention teams, in order to know their position in the field, aim to change them to the places and the hours set, in order to create the premises of operative interventions in case of special events;
- Notify the police and the designated owner or contact person, in the case of burglaries confirmed by the intervention agencies;
- Keep in touch with the technical compartment, which effectively transmits all technical failures in the system in order to remedy them in the shortest possible time;
- Utilizes the MS Office application suite;

2010-2012
Legal Assitant
Veritas Asset Management S.R.L.
Bucharest-Romania

- Keeping in touch with the company's partners;
- Processing correspondence received from partners;
- Drawing up notifications to debtors;
- Drawing up requests for forced execution;
- Drawing up the files;
- Evidence of ongoing files;
- Utilizes the MS Office application suite;
- Update system data;
- Preparing the files on the changes to be registered with the Trade Registry;
- Drafting court request for debt recovering;
- Keeping track of the 3000 files in different stages of the legal execution procedure;
- Reporting on the status of files and amounts recovered, dailly, weekly and mounthly.

2007 – 2009

Local Police Agent/Public Order and Safety

Local Police Sector 1 Bucharest

Bucharest – Romania

- Patrolling: pedestrian patrol for ensuring and maintaining public order;
- Intervention in case of disturbance of the peace: summits, hooligans on football matches, rallies and other meetings who disturb public order;
- Ensuring order at football matches: fans access control, exhaust fans, football players protection, the officials protection, public order outside stadiums;
- The entry into service locations and vulnerabilities to verify the existence and condition of the locks, the technical facilities and security and alarm systems and take, if necessary, appropriate action;
- Be familiar with the legal provisions on access rules established objectives and plans of security;
- Establish the contraventions data jurisdiction and apply the penalties under the law.

EDUCATION

2007-2011

University Spiru Haret

College (Faculty) of Public Administration and Law

Specialty of Law

1998-2002

High School – National College Spiru Haret

PROFESSIONAL QUALIFICATIONS AND TRAINING

Bachelor's Degree

Firing Techniques and Weapon Familiarization

Radar and Radio (RYA) - Competent in the use of digital radar and radio systems.

Crow system qualified

LANGUAGE COMPETENCY

Romanian- Native

English - Fluent.

Bulgarian – Intermediate