

# Dan Andrei SERBU

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## PROFESSIONAL PROFILE

### ➤ IT Profile

- 3 years University studies – BSc in ASE Economic Informatics (graduate 2022)
- Final Graduation BSc project (9.50 grade): Android app for monitoring the parameters of a vehicle (engine & vehicle speed, cooling temperature, engine loading and battery level) in JAVA
- Courses studied: C#, C/C++, JAVA, SQL, PL/SQL, JavaScript, HTML., CSS, ASP.NET
- 7 months experience as IT Technician (current position)
- Github link: <https://github.com/danandreis>

### ➤ Legal & Commercial Profile

- 13 years corporate legal adviser in banking field
- 7 years legal adviser in notary office
- Dynamic, adaptable, responsible person, interested in professional development in the IT field
- Attention to details, ability to prioritise and multitask
- Excellent communication and organisation skills
- Team-work adeptness, perseverance

## PROFESSIONAL EXPERIENCE

### ➤ IT Experience

**Sep 2022 - Present**

**IT Technician - CLINICA SANTE SRL**

*Medical industry – analysis laboratory widespread at national level – 1.000 employees*

- CRUD operations on the company's database /investigations and sending reports from the database related to the company's activity/customers data upon request to Group Companies
- Take part in the process of implementing a new application within the company, on the information support side: installation of the application in subsidiaries, personal training for the use of the application
- Follow up standards in project documentation.

### **Personal projects**

- Websites developed using PHP, MYSQL and JavaScript. These sites were created for portfolio and are not launched in production.
  - [www.hostdan.ro/Rent-a-car](http://www.hostdan.ro/Rent-a-car)
  - [www.hostdan.ro/Bus\\_tickets](http://www.hostdan.ro/Bus_tickets)
- Simple application for managing the process of acquisitions in a company using ASP.NET and MS SQL. This application was created for portfolio and is not launched in production.
- Simple application for managing the process of issuing and printing invoices in a company using ASP.NET and React.js This application was created for portfolio and is not launched in production.

## ➤ **Legal & Commercial Experience**

**Jan 2021 – Aug 2022    Procurement Specialist - CLINICA SANTE SRL**

*Medical industry – analysis laboratory widespread at national level – 1.000 employees*

- Acquisition of goods necessary for the activity of company's branches
- Request price quotations and price negotiation from/with the suppliers
- Market research to find the products needed by the branches, with the best quality/price ratio.

**Apr 2008 – Jan 2021    Corporate Legal Adviser - PROCREDIT BANK SA**

*Banking industry – 300 employees*

- Drafting the credit and warranty agreements (credit lines, overdrafts, credits, mortgages) for companies
- Drafting different documents (agreements for warranty changes, agreement to rent)
- Grant of legal visas for the conclusion of related credit and/or guarantee contracts.
- Legal advises in activity of the bank's departments related to account opening, account management, conclusion of warranty agreements, consultation on the insolvency side

**Oct 2004 – Apr 2008    Legal Adviser - POPPER Constanta & HARAGA Lidia (Notary Office)**

*Legal industry – 10 employees*

- Preliminary discussions with potential clients regarding their legal problems; give legal advice.
- Active participation in all phases of creating legal documents from the starting point until the final stage of the legal process. The documents/procedures were presented to the notary for his final approval.
- Typewriting the official documents
- Up-dating of the legal process in compliance with the current legislation
- Maintenance of office computers (software installations)

**Apr 2004 – Sep 2004    Legal Adviser – ENACHE Marina Cecilia (Notary Office)**

*Legal industry – 5 employees*

- Preliminary discussions with potential clients regarding their legal problems; give legal advice.
- Typewriting the official documents
- Up-dating of the legal process in compliance with the current legislation
- Maintenance of office computers (software installations)

**Jul 2001 – Apr 2004    Legal Adviser - MONE Gabriela & ANDREI Jean (Notary Office)**

*Legal industry – 10 employees*

- Typewriting the official documents
- Up-dating of the legal process in compliance with the current legislation
- Maintenance of office computers (software installations)

## EDUCATION

<b>2019 - 2022</b>	<b>Academy of Economics Studies, Bucharest - The Faculty of economic cybernetics, statistics, and informatics</b>
<b>1997 - 2001</b>	<b>"Nicolae Titulescu" University – Law School</b>
<b>1994 - 1997</b>	<b>"Dante Alighieri" High School, Bucharest, Romania</b> - Mathematics and physics specialization.
<b>Languages</b>	<b>English:</b> good speaking and writing skills (B2 level) – British Council <b>German:</b> beginner (A2 level) – Goethe Institute & private lessons

## INTERESTS

- Technology, Computers, Swimming, Cycling, Running