**Dan Andrei Șerbu**

**E-mail:** dan\_andrei\_s@hotmail.com

**Phone:** (+40) 721239919

**Birth Dante:** 07/11/1978

**PROFESSIONAL EXPERIENCE**

[ 01/09/2022 – present]

**IT TECHNICIAN - CLINICA *SANTE SRL***

1. CRUD operations on the company's database for medical services/investigations and sending reports from the database related to the company's activity/customers data upon request.
2. Take part in the process of implementing a new application within the company, on the information support side: installation of the application, personal training for the use of the application, definition of the new investigation/part within the application.

[ 12/01/2021 – 31/08/2022]

# PROCUREMENT SPECIALIST- *CLINICA SANTE SRL*

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

[ 15/04/2008 – 11/01/2021]

# LEGAL ADVISER - *PROCREDIT BANK SA*

1. Drafting the credit and warranty agreements (credit lines, overdrafts, credits, mortgages, etc.)
2. Drafting different documents which were to be sent to the clients (agreements for warranty changes, agreement to rent, etc.)
3. Grant of legal visas for the conclusion of related credit and/or guarantee contracts.
4. Legal advises in activity of the bank’s departments related to account opening, account management, conclusion of warranty agreements, consultation on the insolvency side)

[ 02/2007 – 04/2008]

# JURIST –*Haraga Lidia NOTARY OFFICE*

1. Preliminary discussions with potential clients regarding their legal problems; give legal advice.
2. 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.
3. Typewriting the official documents
4. Up-dating of the legal process in compliance with the current legislation
5. Keeping in repair the computers from the office (installation and configuration of the Operating systems, computer network)

[ 10/2004 – 02/2007]

**JURIST - *Popper Constanta & Radu Felix-Cristian / Haraga Lidia NOTARY OFFICE***

1. Preliminary discussions with potential clients regarding their legal problems; give legal advice.
2. 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 by me to the notary for his final approval.
3. Typewriting the official documents
4. Up-dating of the legal process in compliance with the current legislation
5. Keeping in repair the computers from the office (installation and configuration of the Operating systems, computer network)

**PERSONAL PROJECTS:**

* **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.
* **Websites developed using** PHP, MYSQL and JavaScript. The sites were created for portfolio and are not launched in production.

List of sites:

1. www.hostdan.ro/Rent-a-car
2. www.hostdan.ro/Factura/
3. www.hostdan.ro/Online\_exam/

# EDUCATION

# [ 2019 – 2022] BACHELOR’S DEGREE - INFORMATICS

# *ASE - THE FACULTY OF ECONOMIC CYBERNETICS, STATISTICS, AND INFORMATICS*

**[ 1997 – 2001]** BACHELOR’S DEGREE - **LAW**

***"NICOLAE TITULESCU" UNIVERSITY - FACULTY OF LAW***

**[ 1994 – 1997]** BACCALAUREATE

***"DANTE ALIGHIERI" HIGH SCHOOL – Mathematics/physics profile***

**LANGUAGE SKILLS**

*English*

* **ORAL COMPREHENSION** B2
* **READ** B2
* **WRITTEN** B2
* **CONVERSATION** B2

*Germana*

* **ORAL COMPREHENSION** A2
* **READ** A2
* **WRITTEN** A2
* **CONVERSATION** A2

# DIGITAL SKILS

C#, C/C++, JAVA, SQL, JavaScript, HTML., CSS, PL/SQL, ASP.NET, PHP

# DRIVING LICENSE: B Category, Year: 1999