**PATRICIA IOANA NICOLAE**

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306 Station Road, Stechford E: patricia93nicolae@gmail.com

United Kingdom, B33 8QR T: 07492 229 939

Postgraduate LL.M Laws graduate and previous work experience in administration. Proven communication skills, both verbal and written; strong organisation and team working skills. Seeking an office administrator position.

**EDUCATIONAL BACKGROUND**

**2018 – 2019 LL.M Laws, Distinction**

***Queen Mary, University of London***

Modules include: EU Competition Law (68%), International Merger Control (68%), EU Financil and Monetary Law (72%), International Trade and Investment Law of the EU (78%).

**2015 – 2018 Bachelor of Laws (LL.B), First Class Honours**

***University of Westminster***

Modules include: Commercial Law (79%), Competition Law (76%),

International Law and Global Justice (69%), EU Law (71%), Public Law (68%).

**2012 – 2014 Law School, University of Transylvania, Brasov, Romania**

Modules include: Civil Law, Political Institutions, International Organizations and Relations.

**2008 – 2012 Constantin Carabella National College, Philology**

Baccalaureate Examination overall: 9.60.

**EMPLOYMENT AND VOLUNTARY WORK**

**July 2019 – September 2019 Office Administrator, Manta & Alex LTD**

* First point of contact for clients and employees.
* Daily emails, phone calls, constantly reminded staff of meetings.

**March 2018 – January 2019 Office Administrator, Stanmore Baptist Church**

* Updated all the relevant documents related to Data Protection in order to comply with the GDPR.
* Worked as part of a team in order to organise different events and ensure a smooth running of weekly activities, regularly reminded staff of meetings and other events.
* Replied to emails, answered to phone calls.
* Represented the first point of contact with church members and other guests.

**March 2018 – September 2018 Volunteer, Harrow Law Centre**

* Worked on a Data Protection (GDPR) project as part of a team.
* Participated to client meetings, conducted research for various cases, wrote client care letters and closing letters.
* Replied to emails, answered to phone calls.

**January 2018 – July 2019 Volunteer, Stanmore Baptist Church**

* Assisted senior members of the team in counting the money and keep record of it.

**January 2017 – February 2017 Freelance Romanian – English Translator,**

**Upwork**

* Developed the ability to work under pressure, working to tight deadlines.

**July 2016 – November 2016 Barista, Costa Coffee Stanmore**

* Developed customer service skills, learned to deal with people in a friendly and professional manner.
* Learned to deal with complaints in a diplomatic and amicable manner.

**September 2009 – June 2010 Volunteer, National Strategy for Community**

**Action (SNAC), Romania**

* Helped children with disabilities to feel accepted by local community.

**SKILLS**

**Legal skills**

* Advanced Lexis Library Online Research Certificate.
* Strong ability to use other research software applications such as Westlaw, HeinOnline.

**IT Skills**

* ECDL (European Computer Driving Licence) – Modules include:Word**,** Excel**,** Power Point.
* Strong ability to use Publisher.

**Languages**

* English – fluent.
* Romanian – native speaker.
* French – basic level.
* Spanish – basic level.

**PUBLICATIONS**

* Nicolae, Patricia I., ‘EU Competition Law and the UK Post Brexit’ (2018) *ICC Global Antitrust Review*, Issue 11, 61-75.

**AWARDS & ACHIEVEMENTS**

* National Music Competition ‘Mihai Eminescu’, 2008 – Third prize.
* The National Olympiad in History, 2009 – Fourth prize.
* The Holocaust Memorial Competition, 2010 – Third prize.
* Young people and loss – ‘Tough Staff’ Training, July 2016.
* Level 1 Award in Construction Health and Safety, February 2018.

**INTERESTS**

**Photography**

* My camera allows me to experience the world and to see its beauty through my own eyes.

**Travel**

* I enjoy travelling and exploring new places and cultures.

**REFERENCES**

References available on request.