

PERSONAL INFORMATION

Nora Matei

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WORK EXPERIENCE

01/02/2016–30/03/2017

Legal Assistant

Robert G Sinclair, Belfast (United Kingdom)

1. Immigration - Dealing with all Immigration matters

Meeting with clients, providing legal advice on different type of Visas (EEA family permits, UK Residence Cards, Naturalisation; Family Visas; Work Visas: Tier 2 & Tier 5 Visas; Sponsorship Visas
Helping clients to gather all relevant documents, complete the application and sent it to the Home Office;

Dealing with Non-standard cases-legal advice and drafting different type of correspondence.

2. Repossession

Letters of demand to debtors, legal correspondence with them.

Correspondance with lenders either by telephone or e-mail, keeping them up to date with proceeding.

Issuing and following proceedings to County Court and High Court. Updating clients of the ongoing proceedings.

Drafting various legal documents regarding enforcement proceedings through the Enforcement of Judgements Office.

3. Assisting litigation solicitors on various cases on either Repossession non-standard procedures, criminal matters and family and matrimonial law.

21/07/2015–18/12/2015

Associate Attorney at Graeven Enachescu and Associates

Graeven Enachescu and Associates Law Firm, Braila (Romania)

Dealing with Civil, Criminal, Comercial, Family, Employment, Tax and Administrative matters.

Managing relations with the Firms' clients.

Drafting different type of legal complaints, providing legal advice in civil, commercial and criminal matters.

Representing clients in civil and criminal courts, in front of Police offices or other public institutions.

Providing expertise in solving different type of complaints, collective law suits and criminal matters applications.

10/10/2007–21/07/2015

Attorney at Law

Matei Nicoleta Nora Law Practice, Braila (Romania)

Managing a Law Practice in home Town Braila, Romania

Drafting different type of legal documents, contracts and complaints.

Preparing defence in civil, criminal, family law, comercial and administrative matters.

Managing relations with different type of legal and public institutions.

Representing clients in civil and criminal courts, police offices or other public institutions.

Issuing procedures to the court of law in different type of complaints, collective law suits and commercial litigation.

02/02/2005–02/10/2007

Trainee Attorney

Enachescu Maria Alexandra Law Practice, Braila (Romania)

Drafting legal documents and correspondence
Assisting in small civil and criminal complaints.
Providing general office administration
Representing the practice in relation with different law institutions, different public institutions and the Courts' administrative offices.

EDUCATION AND TRAINING

- 01/10/2000–15/06/2004 **Bachelor of Laws (2:1 UK equivalent)**
"Danubius" University, Galati (Romania)
General
English
Civil Law
Criminal Law
Commercial Law
Family Law
Eu Law
Civil Procedural Law
Criminal Procedural Law
- 11/10/2008–19/10/2008 **Diploma for participating to the “Training course in the field of diplomacy”**
The Examinations Academy, Bucharest (Romania)
Introduction in the field of Diplomacy
Basic knowledge about Diplomacy
- 15/01/2007–15/04/2007 **Certificate for attending the french Language Course**
Alexander Language Schools, Braila (Romania)
French Language Course- Level B1
- 15/03/2000–15/06/2000 **Diploma for the graduation of the PC Operator Course**
IT Computer Group SRL/The Ministry of Education And Research Braila School Inspectorate, Braila (Romania)
Ms-Dos Operating System; Microsoft Windows Operating System; Microsoft Office; Internet
- 15/09/1996–15/06/2000 **Baccalaureate Diploma**
Gheorghe Munteanu Murgoci Theoretical High School, Braila (Romania)
General
English
Romanian
Mathematics
Physics
Biology
Chemistry
Economics
History

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | C1 | C1 | C1 | C1 | C1 |
| French | B1 | B1 | B1 | A2 | B1 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

Able to express ideas clearly and confidently in speech
 Good interacting with people, writing and expressing myself clearly.
 Good communication skills gained through my experience as a lawyer.
 Able to express clearly in writing and verbal.
 Able to influence and convince others, to discuss and reach agreement

Organisational / managerial skills

Good organisational skills gained due to my 10 years experience as a lawyer
 Good in organizing time and work efficiently.
 Gather information systematically to establish facts and principles.
 I am a problem solving person.
 Highly organized, efficient and able to multi-task.
 Work confidently within a group. Team player.
 Leadership: Able to motivate and direct others
 Accepts responsibility for views & actions and able to work under their own direction & initiative.
 Able to decide what steps are needed to achieve particular goals and then implement these.
 Decision Making: Determines the best course of action. Evaluates options based on logic & fact & presents solutions
 Creativity: Generates & applying new ideas & solutions

Digital competence

| SELF-ASSESSMENT | | | | |
|------------------------|-----------------|------------------|------------------|------------------|
| Information processing | Communication | Content creation | Safety | Problem solving |
| Independent user | Proficient user | Basic user | Independent user | Independent user |

Digital competences - Self-assessment grid

Good command of office suite (word processor, spread sheet, presentation software)

ADDITIONAL INFORMATION

References