



LUIZA BÎRSAN

Nationality: Romanian **Date of birth:** 09/09/2000 **Gender:** Female

Phone number: (+40) 730544685 **Email address:** office@craznic.ro

Website: www.craznic.ro

Work: Unirii Boulevard 35, 030822 Bucharest (Romania)

WORK EXPERIENCE

Office Manager

CRĂZNIC & ASSOCIATES - ATTORNEYS AT LAW [02/2023 – Current]

City: Bucharest | Country: Romania

Internship

CI TEODOR-OCTAVIAN TAȘCĂ [2021]

City: Bucharest | Country: Romania

Internship

SCP MARCU, STANCA ȘI ASOCIAȚII [2020]

City: Bucharest | Country: Romania

EDUCATION AND TRAINING

Bachelor's Degree in Law

Faculty of Law - University of Bucharest [2019 – 2023]

City: Bucharest | Country: Romania

High School Diploma

„Petru Rareș” National College [2015 – 2019]

City: Piatra Neamț | Country: Romania

LANGUAGE SKILLS

Mother tongue(s): Romanian

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Good knowledge of Microsoft Office tools (Word, Excel and PowerPoint)

COMMUNICATION AND INTERPERSONAL SKILLS

Ability to communicate assertively



Teamwork skills

Active listening

ORGANISATIONAL SKILLS

Ability to multitask

Effective time management skills

Coordination skills