



# Codrina-Mihaela Levai

**Date of birth:** 30/10/1970 | **Nationality:** Romanian | **Gender:** Female | **Phone number:** (+40) 0256204400 (Work) |

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## ● WORK EXPERIENCE

### **ASSOCIATE PROFESSOR – MEDICAL COMMUNICATION – VICTOR BABEȘ UNIVERSITY OF MEDICINE AND PHARMACY, TIMIȘOARA – 17/09/2018 – Current – TIMIȘOARA, ROMANIA**

Head of the Medical Communication Discipline

### **LEGAL ADVISOR – VICTOR BABEȘ UNIVERSITY OF MEDICINE AND PHARMACY, TIMIȘOARA – 01/07/2012 – Current – TIMIȘOARA, ROMANIA**

- Collaborates with the faculties and other departments of the University in drafting projects of decisions, orders, resolutions, provisions, regulations, and instructions, as well as other regulatory acts within the institution, in accordance with the provisions of the legislation in force.
- Provides specialized consultancy to all departments and employees of the University, in matters specific to the institution, upon request.
- Reviews, for compliance with legal provisions, the administrative and disciplinary measures adopted within the University.
- Issues legal opinions regarding the legality of draft contracts, conventions, agreements, protocols, or any other acts producing legal effects and concerning activities within the University, drafted by faculties or other departments of the institution.
- Represents and defends, by legal means, the interests of the University, at the request of its leadership, before courts of law, public authorities, and state administration bodies, as well as in relations with natural and legal persons, including the institution's employees.
- Monitors the enactment of laws and other normative acts and informs the University leadership and departments of their provisions for implementation purposes.
- Informs the University leadership regarding court rulings or decisions of other state authorities in cases concerning the institution, in which it is a party or has interests, and proposes appropriate measures according to their content.

### **PARLIAMENTARY ADVISOR – ROMANIAN SENATE – LEGISLATIVE DEPARTMENT, DIRECTORATE FOR PARLIAMENTARY PROCEDURES, LEGISLATIVE SYNTHESIS AND RECORDS – 08/2011 – 30/06/2012**

- Drafting notes, memoranda, syntheses, and other materials on parliamentary procedure and interpretation of the Senate Rules of Procedure.
- Identifying common aspects of parliamentary practice in the field of parliamentary procedures and capitalizing on them in the form of evaluations regarding common parliamentary practices.
- Analyzing the case law of the European Court of Justice and the European Court of Human Rights related to the evaluated parliamentary practices.
- Drafting decisions adopted by the Senate, political acts of the Senate, decisions of the President of the Senate, and other acts adopted by the Senate, in compliance with legislative drafting rules.
- Maintaining records of institutions and authorities whose leadership is appointed by the Senate, according to the law.
- Maintaining records of appointments made by the Senate in institutions and authorities.
- Keeping records of institutions and authorities that submit activity reports to the Senate, as required by law.
- Maintaining records of the activity reports submitted to the Senate.

### **PARLIAMENTARY EXPERT – ROMANIAN SENATE – LEGISLATIVE DEPARTMENT, DIRECTORATE FOR PARLIAMENTARY PROCEDURES, LEGISLATIVE SYNTHESIS AND RECORDS – 04/2008 – 08/2011**

- Drafting legislative acts adopted by the Senate in accordance with the will of the legislator and legislative drafting rules.
- Drafting ratification laws for international acts adopted by the Senate.
- Preparing republished versions of laws and other normative acts under Senate competence.

- Drafting, upon request, the President of the Senate's viewpoints regarding referrals submitted to the Constitutional Court.
- Providing specialized assistance to standing committees on legislative drafting matters for preparing opinions and reports.
- Conducting preliminary evaluations of legislative proposals initiated by senators, regarding compliance with constitutional principles and norms, conformity with existing public policy documents, and their integration into the current legislative system.

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**ADVISOR – MINISTRY OF FOREIGN AFFAIRS (ROMANIAN DIPLOMATIC INSTITUTE) – 01/2008 – 04/2008**

- Ensuring proper collaboration with national and international institutions.
- Preparing materials and ensuring logistical arrangements for press conferences.
- Drafting press releases and monitoring national and local press.
- Performing protocol activities.
- Carrying out Office Manager duties (document flow management, archiving, typing/editing).

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**FINANCIAL ADMINISTRATOR – MARKETING AND PROTOCOL DEPARTMENT – VICTOR BABEȘ UNIVERSITY OF MEDICINE AND PHARMACY, TIMIȘOARA – 01/2006 – 01/2008**

- Drafting, presenting, and implementing the University's image strategy.
- Drafting and negotiating partnership contracts with national and international institutions.
- Preparing statistics regarding students' origins and adapting marketing strategy accordingly.
- Ensuring proper collaboration with higher education institutions and partner organizations.
- Identifying target audiences and maintaining permanent communication.
- Preparing materials and ensuring logistics for press conferences.
- Drafting press releases and monitoring media.
- Preparing advertising materials and press campaigns.
- Drafting contracts with publishing houses and media institutions.
- Coordinating University protocol activities.
- Carrying out marketing activities in continuing education.
- Preparing materials and presentation stands for participation in national and international education fairs.
- Participating in organizing social activities for students.
- Performing Office Manager responsibilities.

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**EDITORIAL ADVISOR – INSTITUTE OF THE ROMANIAN REVOLUTION OF DECEMBER 1989 – 10/2005 – 12/2005**

- Organizing press conferences and preparing media materials.
- Drafting promotional and press materials.
- Establishing and developing partnerships with research institutions.
- Drafting the Institute's editorial plan.
- Editorial activities related to institutional publications.
- Office Manager responsibilities.

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**EXPERT – NATIONAL INSTITUTE OF ADMINISTRATION – REGIONAL TRAINING CENTER FOR LOCAL PUBLIC ADMINISTRATION, TIMIȘOARA – 03/2004 – 09/2005**

- Identifying, monitoring, and synthesizing the training needs of local public administration employees in the Western Region.
- Coordinating the preparation and implementation of professional development programs.
- Ensuring collaboration with higher education institutions and organizations.
- Providing logistical support for centrally coordinated administrative reform programs.
- Evaluating course quality based on participant questionnaires.

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**SPECIALIZED INSPECTOR – TIMIȘ COUNTY COUNCIL – INTERREGIONAL COOPERATION AND EUROPEAN INTEGRATION DEPARTMENT – 10/2003 – 02/2004**

- Expanding cross-border cooperation activities.
- Monitoring the implementation of governmental European integration programs locally.
- Developing new partnerships and maintaining existing ones.

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**UNIVERSITY LECTURER (COLLABORATOR) – BANAT UNIVERSITY – FACULTY OF POLITICAL AND ADMINISTRATIVE SCIENCES – 07/2002 – 10/2003**

- Teaching courses in European Integration History, International Organizations, and Legal Protection of Human Rights.
- Coordinating student internships.
- Establishing curricula and timetables.
- Coordinating public opinion research groups.
- Organizing international conferences on human rights.

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**RESEARCHER – BANAT UNIVERSITY, INSTITUTE FOR STUDIES AND RESEARCH – 12/1998 – 07/2002**

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- Establishing research plans in Roman Law, International Law, and Human Rights.
  - Translating texts from Latin and Ancient Greek.
  - Correspondence with national and international research institutes.
  - Editing university courses.
  - Organizing and participating in academic meetings.

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**EDITORIAL ADVISOR – BANAT UNIVERSITY, ROMANIAN UNIVERSITY PRESS – 03/1997 – 12/1998**

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- Drafting editorial plans.
  - Editing and proofreading academic works.
  - Preparing materials for publication in University Annals.

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**SCIENTIFIC SECRETARY – CENTRAL EUROPEAN ACADEMY OF SCIENCE AND ART – 03/1997 – 10/2003**

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- Coordinating secretariat, public relations, organizational management, and human resources activities.
  - Drafting the institution's research program.
  - Approving institutional publications.
  - Drafting and implementing a development strategy.
  - Establishing collaborations nationally and internationally.
  - Organizing academic meetings and congresses in Romania and abroad.
  - Acting as image advisor.

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**SUBSTITUTE TEACHER (5TH YEAR STUDENT IN PHILOLOGY) – TIMIȘOARA ECONOMIC - ADMINISTRATIVE SCHOOL GROUP – 10/1995 – 07/1996**

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- Organizing and carrying out teaching activities, according to the analytical programs for the subjects Logic and School Psychology
  - Ensuring guidance activities for a 12th-grade class in the evening

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● **EDUCATION AND TRAINING**

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01/10/2021 – CURRENT

**PHD STUDENT** Victor Babeș University of Medicine and Pharmacy, Timișoara

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09/2003 – 06/2007

**PHD IN INTERNATIONAL LAW - THESIS: INTERNATIONAL LAW – A FUNDAMENTAL COMPONENT OF PEACE ARCHITECTURE SUPERVISOR: AMBASSADOR DUMITRU MAZILU** Police Academy "Al. I. Cuza", Bucharest (2003–2007)

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07/2003

**BACHELOR'S DEGREE IN LAW** University of Oradea

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09/2001

**MASTER'S DEGREE IN HUMAN RIGHT** UNHCR Romania (2001)

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1996 – 1999

**POSTGRADUATE DIPLOMA IN POLITICAL SCIENCE AND EUROPEAN STUDIES** West University of Timișoara

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1999 Haga, Netherlands

**CERTIFICATE – EUROPEAN COMMUNITY LAW AND EUROPEAN INSTITUTIONS** T.M.C. Asser Institute, The Hague

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1991 – 1996

**BACHELOR'S DEGREE IN PHILOLOGY** West University of Timișoara

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1984 – 1989

**HIGH SCHOOL DIPLOMA** Mathematics and Physics – “George Bacovia” High School

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## ● **CONFERENCES AND SEMINARS**

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24/09/2025 – 26/09/2025 Braga, Portugalia

**European Conference on Health Communication**

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Participant

14/11/2024 – 22/11/2024

**Medical Communication Workshops II th edition (2024)**

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Organizer

Lecturer

06/12/2023 – 07/12/2023

**Medical Communication Workshops I st edition (2023)**

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Organizer

Lecturer

02/2023

**Medical Leadership and Interdisciplinary Teamwork**

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Lecurer

## ● **LANGUAGE SKILLS**

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Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	B2	B2	B2	B2	B2
<b>FRENCH</b>	B2	B2	B2	B2	B2
<b>ITALIAN</b>	B1	B1	B1	B1	B1

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

## ● **ABILITĂȚI ȘI COMPETENȚE ORGANIZATORICE**

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-Responsibility and timely task completion

-Flexibility

-Organizational abilities

-Teamwork skills

-Ability to work under stress

-Accuracy and rigor

-Very good managerial skills