

# Claudia Florina Catarov

F

City: Timisoara  
Driver's license: Yes  
Phone:  
Email:



## PROFESSIONAL EXPERIENCE

### Department Secretary

Victor Babes University of Medicine and Pharmacy, Timisoara  
February.2022 - until now (4 years)

Job domain: Administrative Assistance

Responsibilities: Responsibilities: Main Purpose of the Position

- ensuring optimal communication conditions for the Department Director with individuals inside and outside the university;
- ensuring the preparation of documents necessary for the proper functioning of the department's activity;
- ensuring proper circulation of official documents and information at the university level.

#### Job Duties

- ensures the secretarial activities of the department;
- manages correspondence with all university departments, as well as with university services;
- drafts and types documents related to the proper conduct of the department's activities;
- informs the Department Director about current issues of the department and its disciplines;
- submits the department's monthly timesheets to the University Registry within the required deadline;
- informs and prepares documentation related to the Department's examination committees;
- participates in and prepares the minutes of the department's meetings;
- ensures that the following are posted on the disciplines' notice boards;
- updated syllabi for courses and practical work for each semester;
- lists of required materials for each year of study;
- ensures compliance with occupational health and safety rules and procedures, as well as fire safety (PSI and ISU) regulations for all activities carried out within the educational institution;

- ensures compliance with applicable legal provisions and the university's internal regulations, the Internal Regulations, the University's Organization and Functioning Regulations, and the Organization and Functioning Regulations of the General Secretariat of UMFVBT;
- handles any additional issues that arise related to the department's secretarial activity;
- archives official documents;
- is responsible for the department's archive;
- convenes teaching staff for meetings and other events;
- manages the documents received and issued at the department level;
- resolves issues related to the professional activity of the department upon the request of the Department Director.

Company description: Victor Babes University of Medicine and Pharmacy, Timisoara

## **Legal Advisor**

Magister SPRL, Timis Branch, Timisoara, Timisoara  
 May.2015 - February.2022 (6 years, 9 months)

Job domain: Legal Services

Responsibilities: Responsibilities:

- examining the debtor's economic situation and the documents submitted by them;
- verifying, correcting, and completing the information received from the debtor; legally managing insolvency cases, including handling case files, drafting notifications, letters, and reports;
- maintaining communication with the debtor company and its creditors;
- preparing the debtor's reorganization plan;
- supervising the operations related to managing the debtor's assets;
- convening, chairing, and providing secretarial support for creditors' meetings;
- drafting legal actions for the annulment of fraudulent acts or operations performed by the debtor;
- verifying claims, drafting objections, notifying creditors in case of non-registration or partial registration of claims, and preparing the tables of claims;
- collecting claims, monitoring claim collection, drafting payment notices, initiating and supporting legal actions for recovery, and tracking and managing cases pending before the courts;
- inventorying assets;
- processing documents and publishing them in the Insolvency Proceedings

Bulletin (BPI);

- preparing reports proposing either entry into simplified insolvency proceedings or continuation of the observation period; drafting detailed reports on the causes and circumstances that led to the debtor's insolvency; drafting monthly and quarterly reports;
- organizing auctions and preparing auction minutes and adjudication documents;
- drafting petitions for opening insolvency proceedings, claims registration requests, objections to the opening of proceedings, objections to the table of claims, objections to the distribution plan, statements of defense, written conclusions, appeals, and applications for liability of individuals responsible for causing the debtor's insolvency, as well as criminal complaints;
- drafting letters, requests, notifications, or any other official documents representing the firm's interests;
- initiating enforcement proceedings and monitoring steps taken in enforcement files;
- ensuring communication and maintaining relations with various state institutions;
- legal representation in court.

Company description:

Magister SPRL, Timis Branch, specializes in commercial insolvency and legal consultancy.

## Legal Advisor

Management " Reorganization and Liquidation, Timis Branch, SPRL, Timisoara  
December.2013 - May.2015 (1 years, 5 months)

Job domain:

Legal Services

Responsibilities:

Responsibilities:

- researching cases on the court portal and preparing service offers;
- preparing the initial file for an insolvency case: reviewing the Tribunal file, checking the electronic archive of movable collateral, checking the Trade Registry (O.R.C.), tax authority verification, and company list verification;
- drafting and sending notifications to debtors, creditors, institutions, and banks;
- processing procedural documents and publishing them in the Insolvency Proceedings Bulletin (B.P.I.);
- convening and chairing the general meeting of shareholders/associates, the creditors' meeting, and the creditors' committee;
- drafting and presenting periodic activity reports, reports proposing either entry into simplified insolvency proceedings or continuation of the observation period under the general procedure, reports on the causes and circumstances leading to the debtor's insolvency, reports regarding the verification of claims filed against the debtor's estate, and the liquidation administration program;

- preparing the tables of claims;
- claims recovery;
- filing applications for suspension of cases pending before the courts;
- inventorying assets;
- organizing tender procedures for selecting a specialized company to prepare valuation reports in accordance with the Valuation Standards for the debtor company's assets;
- selling movable and immovable assets through public auctions;
- distributing the amounts obtained from liquidation (distribution plan and report on the funds obtained from liquidating the debtor's estate);
- drafting requests for fund advances;
- filing the petition for closing the bankruptcy proceedings;
- drafting the petition for initiating liability proceedings against the individuals responsible for causing the debtor's insolvency the debtor's state of insolvency;
- drafting criminal complaints;
- exercising legal remedies (appeals);
- legal representation in court;
- ensuring the proper conduct of all procedural activities within the insolvency proceedings.

Company description: Management Reorganization and Liquidation – Timis Branch, SPRL, Timisoara specializes in commercial insolvency and legal consultancy.

## STUDIES

---

### **West University, Faculty of Law and Administrative Sciences – Master's Degree European Community Law**

October.2011 - June.2013

Diploma (type of studies): Master Degree

Field of studies: Law

City: Timisoara

### **West University, Faculty of Law and Administrative Sciences**

October.2007 - June.2011

Diploma (type of studies): Bachelor Degree

Field of studies: Law

City: Timisoara

### **“C.D. Loga” National College, Social Sciences Department**

September.2003 - June.2007

Diploma (type of studies): High School  
Field of studies: Sociology - Social Assistance  
City: Timisoara

## ABILITIES

---

Foreign languages:		<b>Writing</b>	<b>Reading</b>	<b>Speaking</b>
	English	Intermediate	Advanced	Intermediate
	French	Intermediate	Advanced	Intermediate

Driving licence : Yes  
Qualities: Analysis capacity, Problem solving, Teamwork oriented,  
IT knowledge: PC Operation, Microsoft Office (Word, Excel, and PowerPoint)

## DESIRED JOB TYPE

---

Salary expectations (EUR) Unspecified