Codrut Adrian Codreanu

Date of birth: 16/08/1993 | **Gender:** Male | **Phone number:** (+40) 766660922 (Mobile) | **Email address:** codreanucodrut.g.b@gmail.com

ABOUT ME

Dedicated professional, with an analytical and solution-oriented approach. Strong experience in multiple fields, combined with a deep understanding of different industry standards. Passionate about innovation and leveraging advanced technologies to optimize processes.

WORK EXPERIENCE

CONTRACT SPECIALIST – CHAIN IQ – 15/05/2026 – Current – BUCHAREST, ROMANIA

- Managed the full contract lifecycle, including drafting, reviewing, negotiating, approving, and executing contracts.
- Drafted, reviewed, and amended commercial agreements and contractual amendments.
- Analyzed contractual clauses and identified legal and commercial risks.
- Ensured contract compliance with internal policies, regulatory requirements, and corporate standards.
- Negotiated contractual terms and conditions with suppliers and business partners.
- Managed contractual exceptions and proposed alternative solutions to support negotiations.
- Maintained and updated contract databases and documentation repositories.
- Monitored contractual deadlines, amendments, and parties' obligations.
- Provided guidance on contract interpretation and compliance-related matters.
- Participated in internal approval processes and contract documentation reviews.
- Trained and supported stakeholders on contract templates and procurement policies.

CHIEF OF STAFF TO THE PRESIDENT – NATIONAL AUTHORITY FOR THE PROTECTION OF CHILDREN – 15/05/2025 – Current – BUCHAREST, ROMANIA

Administrative and Organizational Coordination

– Manages the President's work agenda (appointments, meetings, domestic and international travel);
– Ensures liaison between the President and the institution's departments;
– Prepares files, materials, and briefing notes required for meetings, official visits, and business trips;
– Coordinates the flow of documents to and from the President's Office.

Relations with Internal and External Stakeholders
– Maintains contact with ministries, public authorities, partner institutions, and international organizations on matters related to the ANPDCA President's responsibilities;
– Oversees the accurate and timely transmission of correspondence and requests to ANPDCA leadership.
– Drafts or coordinates the preparation of documents, speeches, reports, and briefings delivered by the President;
– Formulates proposals and recommendations for prioritizing items on the institutional agenda;
– Monitors the implementation of the President's decisions within ANPDCA departments.

PERSONAL ADVISOR – STATE SECRETARY PHD VALERIA HERDEA – NATIONAL HEALTH INSURANCE HOUSE (CASA NATIONALA DE ASIGURARI DE SANATATE - CNAS) – 15/01/2024 – 01/05/2025 – BUCHAREST, ROMANIA

Responsibilities for managing activities and documents handled at the level of the Dignitary's Office – President of the National Health Insurance House (CNAS), including but not limited to the following:

- Supporting activities related to the Dignitary's Office – President of CNAS, aimed at increasing efficiency and improving the quality of public service to fulfill the public authority's mandate;
- Managing and organizing the dignitary's schedule, meetings, and audience agenda, as well as coordinating working sessions attended by the CNAS President and providing support during these meetings;
- Handling classified and special information documents intended for the dignitary's attention;
- Ensuring collaboration and communication between the President's Office and public authorities, institutions, and other third parties for the fulfillment of legal responsibilities;

- Coordinating official visits and government delegations, ensuring proper protocol for foreign delegations and official meetings;
- Organizing events, meetings, and public engagements for the CNAS President;
- Drafting briefing materials and presentations for the President's participation in various events.

LEGAL ADVISOR – CCA FRUTART – 15/09/2024 – Current – FLORESTI-STOENESTI, ROMANIA

- Provide legal advice on corporate, commercial, administrative, labor, and regulatory matters.
- Monitor changes in legislation and inform relevant stakeholders of necessary adjustments.
- Assist in drafting and implementing internal policies and procedures in accordance with legal requirements.
- Draft, review, and negotiate contracts, agreements, and other legal documents.
- Ensure that contractual obligations align with legal and business requirements.
- Identify potential risks in agreements and propose mitigation strategies.

LEGAL ADVISOR – S.C CODRUMAT SRL – 01/11/2020 – 01/09/2024 – FLORESTI-STOENESTI , ROMANIA

- Provide legal advice on corporate, commercial, administrative, labor, and regulatory matters.
- Monitor changes in legislation and inform relevant stakeholders of necessary adjustments.
- Assist in drafting and implementing internal policies and procedures in accordance with legal requirements.
- Draft, review, and negotiate contracts, agreements, and other legal documents.
- Ensure that contractual obligations align with legal and business requirements.
- Identify potential risks in agreements and propose mitigation strategies.

SPECIALTY INSPECTOR – PUBLIC DOMAIN ADMINISTRATION – CITY HALL OF SECTOR 3 - BUCHAREST – 01/09/2023 – 10/01/2024 – BUCHAREST, ROMANIA

- Ensure compliance with regulations regarding the occupation of public spaces by businesses, institutions, and citizens.
- Prepare necessary documentation for public asset management.
- Oversee maintenance, rehabilitation, and modernization of public infrastructure.
- Ensure compliance with technical and safety standards in public domain projects.
- Collaborate with other departments and institutions to implement urban projects.
- Identify and report irregularities related to the unauthorized occupation and use of public property.
- Apply sanctions as per legal provisions in case of non-compliance.
- Work with the Local Police and other authorities to maintain public order.
- Draft and send official correspondence to institutions and citizens.
- Provide information and solutions regarding public domain regulations.
- Receive and manage citizen requests, complaints, and reports.
- Cooperate with other City Hall departments and external institutions to implement administrative measures and projects.

CO-OWNER & MANAGER – S.C. LLOYD'S PUB S.R.L. – 15/09/2022 – 15/05/2024 – BUCHAREST, ROMANIA

- Plan and coordinate daily events, including stand-up comedy, live concerts, book launches, and themed nights.
- Coordinate with artists, performers, and booking agents to ensure successful event execution.
- Manage event promotion, including social media marketing, ticket sales, and partnerships.
- Oversee stage setup, sound checks, seating arrangements.
- Handled primary accounting tasks, including invoice management, payroll, and financial reporting.
- Managed daily sales tracking, revenue reconciliation, and cost analysis.
- Ensured accurate cash flow management and banking transactions.
- Handled ordering, purchasing, and stock management for beverages, food, and operational supplies.

PUBLIC RELATIONS OFFICER – FLORESTI-STOENESTI TOWN HALL – 01/12/2021 – 15/09/2023 – FLORESTI-STOENEST, ROMANIA

- Managed public inquiries and provided accurate information regarding local government services, policies, and procedures.
- Assisted in drafting press releases, announcements, and official communications.
- Maintained and updated the Town Hall's website and social media platforms to ensure transparent communication with the public.
- Organized community events, public consultations.

- Facilitated interactions between local authorities, citizens, and media representatives.
- Ensured compliance with public relations policies and communication strategies.

CUSTOMER ACCOUNT MANAGER – DEK-CO UK – 01/12/2019 – 01/06/2020 – BUCHAREST, ROMANIA

- Serve as the primary contact for assigned corporate clients, ensuring a high standard of relationship management.
- Ensure prompt resolution of client inquiries and service requests.
- Monitor client accounts to ensure compliance with banking regulations and internal policies.
- Ensure all client documentation is accurate, up-to-date, and aligned with regulatory requirements.

CUSTOMER SUPPORT OFFICER – POLE TO WIN – 01/09/2019 – 01/12/2019 – BUCHAREST , ROMANIA

- Provide prompt and professional assistance to customers via email, phone, chat.
- Assist customers with software and hardware issues, including application installations, updates, configurations, and general network troubleshooting.
- Work closely with team members and other departments to provide customers with the best possible solutions.

COLLECTIONS OFFICER – EULER HERMES - ALLIANZ – 01/03/2019 – 01/07/2019 – BUCHAREST, ROMANIA

- Monitor customer accounts to identify overdue payments and outstanding balances.
- Proactively contact clients via phone, email, and written correspondence to secure payments.
- Follow up on agreed payment plans and ensure adherence to deadlines.
- Maintain accurate records of all collection efforts and customer interactions.
- Prepare regular reports on outstanding debts, collection progress, and risk assessment.

PARALEGAL – LAW OFFICE OF DRAGOMIR NARCIS MARCEL – 01/04/2016 – 01/02/2019 – BUCHAREST, ROMANIA

- Conduct research on laws, regulations, and legal articles relevant to ongoing cases.
- Analyze and summarize findings to support case preparation.
- Draft and review legal documents, including contracts, pleadings, and correspondence.
- Keep case records up to date with relevant information and deadlines
- Support the attorney in trial preparation, hearings, and client meetings.
- Assist in interviewing witnesses and gathering case-related evidence.

CONFERENCES AND SEMINARS

27/01/2025 – 07/02/2025 Bucharest

Current Trends in Contracting and Reimbursement of Healthcare Services

Completed the course 'Current Trends in Contracting and Reimbursement of Healthcare Services,' gaining knowledge on healthcare service agreements, reimbursement mechanisms, and regulatory updates.

05/02/2025 – 05/02/2025 Oradea

Conference on Patient Rights and Rare Diseases in the European Union

Organized the Conference on Patient Rights and Rare Diseases in the European Union in collaboration with the European Commission, bringing together representatives from all European countries. The event served as a platform for high-level discussions on improving patient access to healthcare, addressing the challenges of rare disease treatment, and advancing legislative and policy frameworks across the EU. It fostered dialogue between policymakers, healthcare professionals, and patient advocacy groups to enhance cross-border collaboration and healthcare solutions for rare diseases.

09/12/2024 – 11/12/2024 Bonn Germany

Meeting of the representatives of health insurance companies in Germany (GPeV Petersberger Präventionsgespräche)

Represented Romania alongside the President of the National Health Insurance House of Romania and the Romanian Consul General in Germany at the Health Insurance Funds Meeting in Germany. The purpose of the meeting was to facilitate an exchange of best practices and establish new diplomatic ties between the health insurance institutions of both countries. Romania was the sole invited country, marking a significant step toward a potential future collaboration between the two nations in the field of health insurance.

08/10/2024 – 08/10/2024

25th Anniversary of the Establishment of the National Health Insurance House

Planned and coordinated a high-profile conference to commemorate the 25th anniversary of the National Health Insurance House, bringing together key policymakers, and esteemed professionals from the medical and healthcare sectors. The event highlighted the institution's achievements, future challenges, and the evolution of the healthcare system, fostering discussions on innovation, policy development, and international collaboration.

11/09/2024 – 13/09/2024 Chisinau - Republic of Moldova

Mandatory Health Insurance in the Republic of Moldova: Two Decades Since Implementation

Attended this conference alongside the President of the National Health Insurance House of Romania to strengthen diplomatic ties between Romania and Moldova in the field of healthcare. Engaged in discussions with the President of the National Health Insurance Company of Moldova to explore opportunities for collaboration and exchange of best practices.

25/04/2024 – 25/04/2024 Comana - Giurgiu

ASPEN Costom Healcare Seminare

This conference aims to explore the profound impact of increased public health spending on Romania's socio-economic development. Experts, policymakers, and industry leaders will discuss various investment scenarios, their feasibility, and the long-term benefits they can generate for both the healthcare system and the broader economy.

EDUCATION AND TRAINING

2012 – 2018 Bucharest, Romania

BACHELOR'S DEGREE Faculty of Law, University of Bucharest

VOLUNTEERING

2014 – 2018 Bucharest

European Law Students' Association

Served as Vice President of Human Resources in the European Law Students' Association (ELSA), overseeing the recruitment process and coordinating various events and official ceremonies. Responsibilities included talent acquisition, member engagement, and organizing activities aimed at fostering professional and academic development within the association.

LANGUAGE SKILLS

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C1

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

DRIVING LICENCE

Driving Licence: A

Driving Licence: B