

## CURRICULUM VITAE

# IULIANA BURCEA

Castleknock, Dublin 15

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089 44 00 806

En route to qualifying as a lawyer. Passionate about litigation in the civil area of law.

Focused and organized to fulfill tasks.

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## EDUCATION

- Diploma in Legal Studies, 2023 – The Honorable Society of King’s Inns, Dublin
- Higher National Diploma in Media Production, 2017 – Colaiste Dhulaigh, Dublin
- National & International Tourism Economy, 2007 (Year 1) – Romanian American University, Bucharest
- Insurance Agent Certificate, 2006 – Allianz Insurance, Bucharest
- Driving License, Full B Category, 2003

## SKILLS

- Legal - research, compliance, analytical skills, liability issues, drafting, litigation, negotiation, proofreading.
- Administrative – file management, project management, document preparation, public procurement, record management.
- IT - operational systems knowledge, MS Office Suite, online content editing, web design, photo/video/audio production
- Communications, Media & Video Production – Pre-production, Production, Post-production.
- Customer Service – Interpersonal skills, social skills.

## WORK EXPERIENCE

- Courts Service, Legal Research & Library Services, November 2022 – May 2024

General Office Admin, Grade: Clerical Officer

Responsibilities: legal research, compliance, drafting, negotiation, proofreading, file management, project management, document preparation, public procurement, staff record maintenance.

Projects & Achievements:

- Assisted with the proofreading of Bench Books.
- Assisted with EU legal research projects.
- Assisted judges in the Four Courts & CCJ
- Assisted with the recruitment of judicial assistants
- Drafting procedures.
- Designed the Online Judges' Library webpage
- Managed the Department's Intranet webpage.

- Office of the Chief Justice, Chief Justice's Working Group, February 2023

Registration Officer, Civil Legal Aid Review: An Opportunity to Develop a Model System in Ireland

Achievements:

- Great experience to be involved in such a massive event where I had the opportunity to work with fantastic people, to expand my professional network and to contribute to the delivery of professional services within the judicial sector.

- Documentary Production 2014 -2019

Freelancer, Producing Documentaries and Media

Projects & Achievements:

- Gained experience in the negotiation process, signing contracts, waivers, and drafting documents for starting new projects.
- Gained experience with the management of the production team.
- Creating media content and executing professional tasks for finalising the project.
- Gained social and communication skills.

- Near FM, 2017

Radio Producer – Internship

Achievements:

- Produced my own radio programme successfully.

- Allianz Insurance, 2007-2008

Life Insurance Policy Agent

Achievements:

- Sourcing clients and discussing the benefits of life insurance policies with them.
- Closing life insurance policies in a timely manner.

## **LANGUAGES**

- English – full professional proficiency
- Romanian – full professional proficiency
- Italian – limited
- Spanish – limited

**REFERENCES:** Available on request.