

# ELENA DIANA BODIRLAU

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**PROFILE** A passionate professional with experience in customer service, general office management and expertise in the legal field. Specializes in scheduling, planning and coordination of events and farmers' markets, marketing skills in photography and social media development.

**EXPERIENCE** **LOCAL AMBASSADOR**  
Midwest Foods, Chicago, IL 2015-present  
Responsible for running the local department, coordinating farmers' markets and specialty events, setting up vendors, preparing new customer files. Maintaining communications with our current partner farms and enlarging the portfolio, representing the company at food shows and festivals.  
Marketing attributions, in charge of photography, social media development, and promotion and advertising of local produce and products.

**LAWYER/LEGAL CONSULTANT**  
S.C. Elly-Di Company S.R.L., Arad, Romania 2015-present  
Offering legal consultation and expertise, representing the company in relation with the state, administrative institutions and clients, and preparing all legal documents for the company.

**LAWYER**  
Arad Bar of Lawyers, Arad, Romania 2013-2015  
Legal consultation and representation in criminal, civil and administrative law, prepared and filed legal documents such as lawsuits, contracts and deeds, conducted researches and analysis of legal issues, presented facts in writing and verbally to clients, in court and other public institutions.

**EDUCATION** **WEST UNIVERSITY OF TIMISOARA**  
*Timisoara, Romania, Few Doctoral Courses, 2013-2015*

**VASILE GOLDIS, WESTERN UNIVERSITY OF ARAD**  
*Arad, Romania, Master's Degree in Law, 2011-2013*

**VASILE GOLDIS, WESTERN UNIVERSITY OF ARAD**  
*Arad, Romania, Bachelor's Degree in International Affairs and European Studies, 2009-2012*

**WEST UNIVERSITY OF TIMISOARA**  
*Timisoara, Romania, Bachelor's Degree in Law, 2007-2011*

**SKILLS** Foreign Languages - Romanian native speaker, Fluent in English and Spanish, Basic Communication Skills in French and Italian.

Proficient in Microsoft Office, including Excel and PowerPoint.  
Working knowledge of Wordpress, Photoshop and InDesign.

Event planning, able to manage and implement social media campaigns

Organizational skills, excellent written and verbal communication, creative and persuasive.