

# PARA INGLÊS LER

## LEGAL ANALYST/ASSISTANT WITH EXTENSIVE EXPERIENCE IN LABOR AND CIVIL PROCEEDINGS

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### PROFESSIONAL PROFILE

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Legal professional with 10 years of experience in law firms and a comprehensive grasp of the key-aspects involved in Labor Relations and Civil Law proceedings:

- ✓ Litigation
- ✓ Pleadings/petitions
- ✓ Hearings
- ✓ Witness statements
- ✓ Negotiation/formalization of agreements
- ✓ Monitoring of legislation
- ✓ Contingency reports
- ✓ Drafting of legal documentation
- ✓ Proceedings in different districts
- ✓ Legal consulting
- ✓ Monitoring of court orders
- ✓ Alignment of legal strategies
- ✓ Pre-trial hearings
- ✓ Jurisprudence/case law research
- ✓ Control of procedural deadlines
- ✓ Compliance with court procedures
- ✓ Assistance to senior lawyers
- ✓ Coordination of representatives

IT skills: Microsoft Word, Excel, Outlook, Power Point, Publisher, Legal Management Software.

Native Portuguese | Intermediate English (studying) | Intermediate Spanish.

### ACADEMIC BACKGROUND

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<b>Graduate's degree in Labor Law and Procedure</b> Universidade Legale	03/2021
<b>Graduate's degree in Civil Procedure</b> Universidade Mackenzie	04/2020
<b>Degree in Law</b> Faculdades Metropolitanas Unidas	07/2017

### PROFESSIONAL EXPERIENCE

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COMPANY 1 Law firm. <b>Attorney – Labor Law</b> (2017 to 2021) <b>Law Trainee</b> (2014 to 2017)	11/2014 – 05/2021
COMPANY 2 Attorney's office of the city of São Paulo. <b>Law Trainee</b>	06/2013 – 10/2014
COMPANY 3 Law firm. <b>Law Trainee – Civil Law</b>	07/2012 – 10/2014

### MAIN COURSES

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✓ Compliance – FGV Direito SP	11/2020
✓ LGPD and its Practical Application in Companies - ESAOAB	06/2020
✓ Public Speaking and Argumentation in Law - ESAOAB	06/2020
✓ Corruption and Compliance - ESAOAB	05/2020
✓ Negotiation for Lawyers - ESAOAB	05/2020
✓ Internal Labor Compliance Investigations - ESAOAB	02/2020
✓ Labor Reform - PUC / SP	01/2018
✓ Labor Law Practice and Hearings - CERS	05/2017
✓ Electronic Judicial Petitions - OAB/SP	03/2015
✓ Real Estate Transactions - Instituto Monitor	12/2014