

# Semenova Irina Sergeievna

30 y.o. (15.08.1987), female

Moscow

Desired position and wage

**Paralegal**

35 000 rub.

Schedule, workplace

Full-time. Business trips are possible.

Contacts:

E-mail: vse-yaziki@yandex.ru

Term of employment in the desired position

**3 years**

Professional skills:

Internet, MS Office, conducting negotiations, confident PC user, business communication, receiving and distribution of phone calls, business negotiations on the phone, complaints allocation, labor law, actionable work, civil law, enforcement proceeding, administrative law, transactional service, registration of rights, arbitration law, legal examination of documents, litigation, composition of legal document.

I know and can: compose claims of any difficulty, lawsuits, reviews, complaints, requests. I can define jurisdiction and cognisance of cases. I have skills of legal research of cases. Also I have experience in solicitation of civil suits in general jurisdiction courts in a representative capacity.

Theoretical and practical skills in jurisprudence are not forfeit.

PC – confident user (MS Office, Internet, Computer-assisted legal research systems “Garand” and “Consultant+”).

I’m only looking for job in my degree field.

Education

**Higher (master’s degree)**, State Educational Institution of Higher Professional Education “Russian Academy of Justice”, 2009

Work experience

2015, March — 2016, December, 1 year 9 months

**Assistant director**

OOO "Mir Zdorovya(World of Health)"

v. Zelyoniy, Noginskiy District

- organization of meetings of the director and maintenance of his schedule;
- distribution of incoming and outgoing calls;
- meeting visitors and coordinating them;
- ordering of tickets, entrance tickets and other organizational work;
- organization and coordination of business trips of employees;

- printing and preparation of contracts, letters, documents, orders, instructions, acts, letters of authorization and other documents;
- receiving, registration and distribution of incoming/outcoming correspondence, sending registered correspondence;
- work with delivery services;
- document management: preparation, receiving, storing, systematization;
- business communication management (composing letters, inquiries, letters of authorization);
- office administration (office equipment, water, housewares, discipline etc.);
- copying, document distribution;
- fulfilling general director's assignments.

2012, October — 2014, November, 2 years 1 months

## **Office-manager**

### **OOO "TehPromTorg(Technical Industrial Trade)"**

- receiving and distribution of incoming and outcoming calls;
- work with incoming/outcoming correspondence (registration, record, sending);
- business communication with partners;
- composition of inquiries, forms, orders, claims;
- work with FEA bases (monitoring, benchmarking analysis of competitor companies economic activities, composing reports);
- written translation of correspondence from English to Russian;
- visa processing and invitation of foreign citizens to Russia;
- placement of company's job vacancy. Choice and analysis of wide-level staff curriculum vitae. Conducting of phone and primary job interviews. Coordination of candidate – director meetings;
- ordering train and plane tickets;
- hosting the visitors (tea, coffee);
- office administration (ordering office equipment, water, wares);
- maintenance of the work-time schedule;
- fulfilling director's assignments.

2010, September — 2012, July, 1 year 10 months

## **Attorney trainee**

### **College of lawyers of Irkutsk Region.**

College of lawyers, Angarsk (Irkutsk Region)

- monitoring and legal analysis of Russian legislation;
- consultation with citizens about legal issues;
- composition of documents: legal claims, complaints, reviews, appeals, cassations, supervisory appeals etc.;
- interaction with law enforcement authorities and other state bodies within interests of individuals ;
- representation in civil court;
- legal support for deals;

General education  
2009 year of completion

### **Higher education (specialist's degree)**

State Educational Institution of Higher Professional Education "Russian Academy of Justice"

Lawyer, Justice System Specialist program (law department)

Intramural. Diploma's Grade-Point Average - 4,4.

Additional Education  
2011 year of completion

### **Extension courses**

"Intercom" company  
English Courses

### **Languages**

English—intermediate

Russian (native)

About me

### **Business qualities**

Reliability, punctuality, determination, promptness, accuracy, attentiveness, self-sufficiency, good-willing, communicativeness, sufficient, grammatically correct speech, conscientiousness, honour, compassion, integrity.

### **Driver's License**

Category: B

I own personal car

### **Civil condition**

Single. No children.

### **About me**

Registered at the Moscow Region.