



KATERYNA MALA

SUMMARY

27 years old. Legal consultant with 3+ years of experience of working with Ukrainian legislation, working with agreements, claims and legal consultation of clients.

SKILLS

- Time Management
- Legal Document Preparation
- Calm Under Pressure
- Teamwork

EXPERIENCE

LEGAL CONSULTANT

SMARTY FAMILY LIMITED LIABILITY COMPANY | Odesa, Ukraine | March 2019 - Current

- contractual work (review of contracts/additional agreements, identification of risks, drawing up protocols of disagreements, reconciliation of disagreements with clients);
- consultations a company on current legislation;
- general legal work at the firm (drafting of powers of attorney, certificates, demands, claims);
- work with state tenders (includes search for tenders, consideration of the customer's tender documentation, formation of the participant's tender documentation (compilation of relevant certificates).

INTERN LEGAL CONSULTANT

Law Clinic of the National University "Odesa Law Academy" | Odesa, Ukraine | June 2018 - December 2018

- Legal analysis and consultation of private clients;
- drawing up requests, statements and demands to state authorities, local government bodies, communal institutions;
- drawing up lawsuits;
- monitoring of Ukrainian legislation in various areas of law.

LANGUAGES

Ukrainian, Russian: First Language

English:  B1

Intermediate

INTERESTS AND HOBBIES

Nature, history, swimming.



Hilversum, XD 1213



+380990464325



malaya555katya@gmail.com

EDUCATION

Master

Law

National University "Odesa Law Academy", Odesa

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