Fernández, Ana Clara



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Academic history

2019-Act. **University**
Studying Law at Universidad de Buenos Aires (UBA).

2011-2016 **High School**
Completed at School Corazón de María, with an Informatics degree.

2004-2011 **Primary school**
Completed at Superior Institute of Teaching at Lenguas Vivas "Juan Ramón Fernández"**.**

Extra - academic history

2017 First AID Training
Training in FIRST AID (CPR) and use of Automated External Defibrillator (DEA) – Cruz Roja Argentina – Saavedra.

2018 Driving license at the Automóvil Club Argentino (ACA).
2021 Electronic File Seminar (judicial management computer system, lottery demands, filings, presentation of demand and documentary, electronic presentations, electronic filing of trades, form 3003, electronic notifications, electronic note).
2021 Seminar “Mobbing or workplace violence and sexual harassment at work”. (How sexual harassment manifests itself at work, blackmail and hostile environment, sexual harassment as a trigger for mobbing or workplace violence, work stress, burnout, bullying, mobbing, discrimination, power relations, profile of the harasser and the victim, policies of prevention of mobbing or labor violence, fears or beliefs of the victims, statistics and legislation in Argentina).
2021 Seminar “Crimes and Sexual Violence against Children”.
2021 Cybercrime Seminar – Criminal Law and New Technologies
2022 “X Meeting on Family Law and Human Rights”. - School of Law, University of Buenos Aires.
2022 Member of the European Club – Delegation of the European Union in Argentina
2022 Jail Workshop BUILDING FREEDOM - workshops in the PENITENTIARY UNIT NRO 48 of San Martin.
2023 Conference - University and Disability - Juan Antonio Seda - School of Law, University of Buenos Aires.

Work Experience

November 2022 – Act. **Top.legal** https://en.top.legal/
Legal analyst / legal tech analyst, analysis of legal documents, reworking of existing contracts, including parameterization, and development of legal technology solutions; in each individual case reference is made to the respective engagement letters. Analysis of international laws of the countries belonging to the European Union. Professional responsible for reviewing, analyzing, and drafting legal documents and contracts within an organization, ensuring legal compliance, identifying potential risks, and collaborating with cross-functional teams to provide timely legal analysis, strong legal background, skills, and effective communication. Analysis of contracts and their clauses, data mining - International confidentiality contracts NDA's, leasing, employment, insurance, licensing/patents, data processing (confidentiality and personal data), terms and conditions, commercial, products, subscriptions, property, intellectual property, freelancer.

July 2022 – November 2022. Law Firm Wallace Mac Donell https://wmabogados.com/
Legal Administrative Employee - follow-up of files, telegrams, documentation - follow-up of clients - banking procedures.

January 2021 – May 2021 **Law Firm Razetti y Asociados**. Legal Part – time internship.

2017-2021 **Administración Mar S.R.L** Enterprise:
Building Administration.
Work: Part-time employee.
Economic verification of balances, customer service, proper solution to claims, etc.

2016 **Floating Teacher Initial level in former foreign language (English)**; at St. Clare's Language Center and Institución Educativa Nuevo Sol.

Languages

English:
Advanced level. Year 2016, First Certificate in English (FCE), approved. Actually studying Proficiency level.

Mandarin Chinese:
Initial student, basic level – January/2020 to December/2020.

Computer domain

Microsoft Word
Microsoft Excel
Microsoft Power Point and Movie Maker
Sony Vegas PRO 10.0
ADA3D for Data Entry
Lex Doctor