

CAROLINA VALERIO

LAW STUDENT

PROFILE

For the last five years I have been working for a few firms, getting in touch with the different scopes of the subject.

I consider myself as a proactive, passionate, and responsible person, always keen on learning new things every day from everybody. I am also a people-oriented person, therefore I enjoy teamwork.

My main aspiration is to continue my development and keep growing as a future lawyer.

CONTACT

carovale2014@gmail.com

https://www.linkedin.com/in/carolina-valerio-995b94163/

1132129135

7/25/2000

Argentinian&Italian

Palermo, City of Buenos Aires

IT

Lex Doctor, PJN, MEV, EJE JUS CABA.

Microsoft Office

LENGUAGES

English- C1/ Spanish- Native

SKILLS

Fast Learner- Communication Skills- Legal Research- Adaptability- Ability to Work in a Team- Ability to Work Under Pressure- Effective Time Management

EMPLOYMENT HISTORY

MARVAL O'FARREL MAIRAL

JUN 2023 – PRESENT

PARALEGAL

Corporate law

- Preparation of minutes and powers of attorney (Spanish and English)
- Review of contracts.
- Prepare, file, and maintain corporate records for the clients of the firm.
- Preparation and filing of company procedures at the local Public Registry.

BECCAR VARELA

MAY 2022 – MAY 2023

PARALEGAL

Labor Law and Social Security Department.

- Managed files, documents, and exhibits.
- Served as an effective source of litigation support.
- Conducted investigations and documentary research.
- Brought forth advanced knowledge of office technology and legal processes.
- Prepared content-specific files for pending cases in a timely manner.

RAVERANEME ABOGADOS

NOV 2019 – APR 2022

PARALEGAL

Sep 2020- Apr 2022

Consumer Defense Department,

- Trying to reach an agreement with the consumers who have sued Galicia and BBVA Argentina Bank.
- Assistance and Participation in Consumer Defense Hearings
- Preparation of reports and legal documents

LITIGATION LEGAL ASSISTANT

Nov 2019- Sep 2020

Civil and Commercial Department

- Coordinated detainee correspondence and other legal materials.
- Answered email and phone inquiries about issues of law.
- Prepared and reviewed various legal documents.

VIDELA&TEJERINA

MAR 2019 – NOV 2019

LEGAL ASSISTANT

Family and inheritance law

- Answered email and phone inquiries about issues of law.
- Drafting and delivery of legal documents.

EDUCATION

UNIVERSITY OF BUENOS AIRES

LAWYER, CORPORATE LAW

2019-2024

GRADE: 8.16

COLEGIADO ESCLAVAS DEL SAGRADO CORAZON DE JESUS

HIGH SCHOOL DIPLOMA

2003-2018

GRADE: 7.78