

Team player who is able to communicate confidently and clearly, has superb organisational skills and is able to work in a calm and efficient manner. Beyond strong legal skills, she has a business-minded approach to work and greatly enjoys being involved in non-legal strategic projects. She possesses vast experience of working within a legal environment and has a long track record of successfully concluding complex legal cases.

AREAS OF EXPERTISE:

- Employment advice
- Preparation of legal acts and documents
- Corporate Law
- Labor relations
- Litigation work

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Skopje, Macedonia
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WORK EXPERIENCE

LEGAL CONSULTANT

Rafajlovski Consulting & Audit

2010-CURRENT

Skopje, Macedonia

Duties:

- Analyzing, researching and summarizing legal information;
- Preparing all legal documents and keeping records up to date;
- Filing and archiving of all company documents to the relevant regulatory bodies;
- Investigating facts & law of cases to determine causes of action & to prepare cases;
- Drawing up wills and drafting contracts;
- Liaising with other professionals from legal practices and courts;
- Organization and lecturer at educational seminars;
- Keeping up to date with changing legislation;
- Author of numerous articles for the magazine *Reprezent* in the area of law.

ASSISTANT ENFORCEMENT OFFICER

Enforcement Office - Gordan Stankovic

2009-2010

Skopje, Macedonia

ATTORNEY

Law firm "Smichkovski"

2002-2009

Skopje, Macedonia

COUNSELLOR

Law firm "Smichkovski"

2000-2002

Skopje, Macedonia

PERSONAL SKILLS

- Influencing skills;
- Ability to focus on detailed oriented tasks;
- Attention to detail;
- Organized and a good team player.

PROFESSIONAL SKILLS AND COMPETENCES

- Able to explain legal matter clearly to non-legal professionals;
- Ability to execute many complex tasks simultaneously;
- Preparing new license agreements;
- Able to handle a heavy caseload with deadlines;
- Draft audit reports for review by the lead auditor and senior managers;
- Extensive understanding of international legal terminology;
- English and Serbian;
- PC literate;
- Driving license.

ACADEMIC QUALIFICATIONS

- *BSc (Hons) Degree in Law* *1980-1989*
(Faculty of Law, St. Cyril and Methodius University, Skopje, Macedonia)
- *Passed bar exam*
(Faculty of Law, St. Cyril and Methodius University, Skopje, Macedonia, 1999)

ADDITIONAL INFORMATION

- Author of numerous articles in the area of law, labor relations and contracting.

REFERENCES

- Available on request.