

Christina Rudenko

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Fully Work Authorized · No Visa Sponsorship Required

PROFESSIONAL SUMMARY

Dynamic, highly motivated and intuitive legal professional with 3+ years experience in civil, commercial, contract and arbitration law, representation of clients in trial courts, appeals courts and the Supreme Court of Ukraine, composing international commercial contracts. Seeking opportunity as a legal assistant, paralegal or law clerk.

Key Skills

- Experience in civil, commercial, contract, arbitration law, maritime and transport law
- Excellent administration and relationship building skills
- Microsoft Office suite; Ukrainian Legal Research Database
- Proficient in English, Russian and Ukrainian

PROFESSIONAL EXPERIENCE

Attorney at Law

3/2015 - 5/2016

Law Corporation, Odessa, Ukraine

Legal services leader in the city of Odessa with more than 25 lawyers

- Represented clients in civil, commercial and arbitration cases in trial courts, appeals courts and the Supreme Court
- Drew up more than 100 claims, lawsuits, and petitions
- Prepared more than 50 legal advice documents on civil law, tax law, corporate affairs, international arbitration, electoral law, law of employment and labor relations law
- Represented Election Commission of Suvorov district in court during the election of Mayor of Odessa in October 2015 in the sensational trial and successfully won the case
- Honored by the Executive Committee of Odessa City Council for conscientious fruitful work, exemplary performance of official duties and high achievements in professional activities

Attorney at Law

11/2014 - 2/2015

Hilman & Partners. LAS LLC, Odessa, Ukraine

Law firm has been registering business in Ukraine for 10+ years with more than 15 lawyers

- Composed more than 30 company charter and dissolution documents
- Registered approximately 30 legal entities and private entrepreneurs
- Drew up more than 10 commercial contracts (contracts of sale, export)

Attorney at Law

10/2013 - 10/2014

Accredo Law Company LTD, Odessa, Ukraine

Law firm providing legal services in different areas of law 10+ years in Ukraine with more than 25 lawyers

- Drew up 50 commercial contracts
- Filed claims, appeals, and created claims in cases of consumer rights
- Filed more than 20 complaints to government authorities and registered legal entities and private entrepreneurs
- Provided advice to more than 50 clients on tax, corporate and employment law

Legal Assistant

Accredo Law Company LTD, Odessa, Ukraine

7/2013 – 10/2013

- Drafted decisions, motions, and petitions to be filed with the appropriate court
- Served as liaison between attorneys, clients, providers, and other law firms
- Managed calendars and scheduled trials, conferences, and hearings

ADDITIONAL WORK EXPERIENCE

Sales Associate

4/2017 - Present

New 400 Theater, Chicago, IL

Sales Associate, Fragrance Department

10/2016 - 1/2017

Macy's, Vernon Hills, IL

EDUCATION

Juris Doctorate (JD) Law

2014

Odessa National Maritime Academy, Odessa, Ukraine

Leading educational, scientific and methodological center that determines development of maritime education

- **Thesis:** "Features of legal regulation of the operation of small vessels"
- **Internship:** Legal Assistant Public Organization Committee to Protect Citizens
- **Internship:** Judge's Assistant Odessa Administrative Court of Appeal

PROFESSIONAL DEVELOPMENT

- **International Conference - The essence and impact of legislation on the development of public relations, Ukraine, 04/2014**
- **Ukrainian Youth Forum – Youth against Corruption, Ukraine, 12/2011**

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November 2, 2017

Dear Hiring Manager,

I am writing to apply for the Legal Assistant, Paralegal or Law Clerk position. My strong organizational skills, client care and relationship building skills, nonverbal and verbal communication skills, fluency in Russian and Ukrainian, and more than three years experience in the legal field make me an excellent candidate for this role.

I have a wealth of working experience in law firms as a legal assistant and as an attorney. As an Attorney at Law Corporation in Ukraine, I represented clients in civil, commercial and arbitration cases in local courts, appeals courts and the Supreme Court of Ukraine. In addition, I took part in the election process of the City Head of Odessa. A candidate, who lost the election, appealed through the courts against the legitimacy of the voting and canvas. I represented the Election Commission. The case was actively covered by the media and was extremely stressful. Nevertheless, I won the case. As recognition for my achievement and hard work, I had been honored by the Executive Committee of Odessa City Council.

Working as an Attorney for Hilman & Partners. LAS LLC in Ukraine provided me with the opportunity to support local businesses and register approximately 30 legal entities and private entrepreneurs. This, in turn, resulted in increasing the number of clients of legal entities, as well as increasing the company's profits.

As a Legal Assistant at Accredo Law Company LTD in Ukraine, I excelled at writing various court documents and correspondence, preparing legal complaints, summons, and interrogatories, managing calendars, and scheduling trials, conferences, hearings, and operative execution of orders of lawyers. This led to my promotion to the position of an Attorney.

My experience in customer relations in the legal sphere in Ukraine and in sales in the US has helped me to develop my communications skills and further taught me to understand and respond to customer needs. I am comfortable working in fast-paced and varied professional environments and am committed to being a great team member.

I am assured that my personal and professional background will not only help me meet the requirements of the job but excel in delivering quality work and goals. Thank you for your time and I look forward to hearing from you soon.

Sincerely,

Christina Rudenko