



## PROFILE

# Emilia Carvalho

Phone number: 555-555-5555

Email address: hello@kickresume.com

Well-educated and accomplished Lawyer offering a strong attention to detail and accuracy and excellent critical thinking and research skills. With 3 years of extensive field experience and determination to achieve great results, Emilia is an effective team player possessing the important ability to remain calm in stressful situations.

## WORK EXPERIENCE

### Lawyer

#### Sterling Lawyers Ltd

📅 07/2017 – 06/2020 📍 STERLING, UNITED KINGDOM

- Represented clients in courts and provided professional legal advice and recommendations to them.
- Collected and analyzed various legal documents and forms and negotiated with opposing parties when necessary.
- Produced contracts and agreements and stayed up-to-date with current laws and regulations.
- Managed and supervised multiple office processes and procedures and maintained confidential databases.
- Recognized as a top Lawyer by the firm executives for achieving extraordinary results and performing exceptional work.

## EDUCATION

### Pupillage

#### Doughty Street Chambers

📅 06/2016 – 06/2017 📍 LONDON, UNITED KINGDOM

12-month training period to qualify as a barrister in the United Kingdom

### Bar Professional Training Course

📅 09/2015 – 05/2016 📍 LONDON, UNITED KINGDOM

### Law Degree (LLB)

#### University of Manchester

📅 09/2011 – 05/2015 📍 MANCHESTER, UNITED KINGDOM

First Class Honours (Top 3% of the Programme)

Clubs and Societies: Golf Club, Law Society, Marketing Society

### IB Diploma Programme

#### Brunchman High School

📅 09/2007 – 05/2011 📍 BERLIN, GERMANY

Graduated with Distinction (Grade 1 - A/excellent equivalent in all 6 subjects)

The 2011 Principal's Award winner for achieving extraordinary academic results

Extracurricular Activities: Debate Club, Political Society, Tennis Club

## SKILLS

### 📌 LANGUAGES

German  
Native

English  
Full

Spanish  
Limited