

Rafaela Tomé dos Reis

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OAB/SP nº 507.167

EDUCATION

Universidade Municipal de São Caetano do Sul (USCS) São Caetano do Sul, Brazil
Master of Business Administration (MBA) in Public Management 2024 – 2025

Faculdade de Direito de São Bernardo do Campo (FDSBC) São Bernardo do Campo, Brazil
Bachelor of Laws (LL.B.) 2018 – 2023

PROFESSIONAL EXPERIENCE

Department of Historical Heritage (DPH) – Municipal Secretariat of Culture São Paulo, Brazil
Attorney-at-Law *Current role, since September 2025*

- Conducted legal review and analysis of administrative proceedings related to urban planning procedures and the preservation of historical and cultural heritage, including practical applicability and legislative advisory.
- Provided legal analysis and legislative consultancy in Civil, Urban, and Administrative Law.
- Handled procedural deadlines and institutional matters before the São Paulo Public Prosecutor's Office.
- Offered direct advisory services to the Department's Executive Office (DPH/CONPRESP).

Rafaela Tomé dos Reis – Legal Practice and Consultancy São Bernardo do Campo, Brazil
Founder and Lawyer *Current role, since April 2025*

- Provided legal advisory services across multiple areas of law, with focus on strategic consulting.
- Drafted legal opinions, contracts, procedural documents, and customized client guidance.
- Professional contact information and online presence: <https://linktr.ee/rafaelatomereis.adv>

Legal Affairs Department (SEJUR) São Caetano do Sul, SP
Lawyer *October 2022 – February 2025*

- Drafted defenses and appeals before the State Court of Accounts of São Paulo (TCESP).
- Managed deadlines and presented municipal accounts.
- Reviewed bidding documents, administrative contracts, and provided institutional legal guidance.
- Trained and guided internal teams in legal procedures.

Municipal Secretary of Social Assistance (SAS) São Bernardo do Campo, Brazil
Section Director – Administrative and Legal Affairs *September 2021 – August 2022*

- Managed administrative demands and proceedings, conducted legislative compliance analysis.
- Provided legal advisory within the scope of public policies, including institutional engagement with the Public Prosecutor's Office.

Regional Electoral Court of São Paulo (TRE-SP)
Administrative Assistant

São Paulo, Brazil
February 2018 – February 2019

- Prepared documentation related to citizenship matters and voter registration regularization before the Electoral Court system.

Fidalgo Advogados
Legal Intern

São Paulo, Brazil
September 2020 – August 2021

- Drafted procedural filings, monitored litigation deadlines
- Handled external legal procedures before courts and public authorities in São Paulo and other states.

Biagioni Bertanha Advogados
Legal Intern

São Bernardo do Campo, Brazil
March 2019 – July 2020

- Conducted legal research and drafted low-complexity procedural documents.
- Monitored and distributed procedural processes.

SKILLS AND ADDITIONAL INFORMATION

- **Languages:** Portuguese (Native), English (Advanced - professional proficiency)
- **Software:** Microsoft Office Suite (Word, Excel, PowerPoint), Google Workplace
- **Professional Associations:** Member of the Real Estate, Notarial and Public Registry Law Committee (OAB-SP), and member of the Family and Succession Law Committee (OAB-SP).
- **Core Competencies:** Public and Administrative Law; Civil Litigation; Legal Drafting and Review; Legal Opinions and Appeals; Contractual and Legal Audits; Regulatory and Institutional Advisory; Procedural Deadline Management; Strategic Legal Consulting; Strong analytical skills; Detail-oriented and organized professional; Effective stakeholder communication; Ethical and solution-oriented legal practice.