



Orunova Maya

Female, 33 years, born on 8 July 1988

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maya.orunova@gmail.com

Reside in: Moscow

Citizenship: Russia, work permit at: Russia

Not ready to relocate, ready for rare business trips

Desired position and salary

Associate, Lawyer

Lawyers

- Labor Law
- Corporate Law
- In-house Counsel

Employment: full time

Work schedule: full day

Desired travel time to work: any

Work experience — 10 years 1 month

January 2021 —
July 2021
7 months

Squire Patton Boggs Moscow LLC

Associate

- drafting corporate documents (charters, foundation agreements, regulations, meeting minutes, resolutions, POAs, notices, applications, waivers, consents etc.);
- drafting standard agreements (supply, loan, assignment, surety, set-off etc.);
- legal support of LLC participation interests sale and purchase transactions, including drafting respective agreements and preparing/collecting ancillary documents of the parties (both Russian and foreign);
- advising on other cases of change of LLCs' ownership structure (increase of charter capital, withdrawal of participants, transfer to legal successors);
- performing due diligence, i.e. corporate; employment and migration; environmental issues;
- liaison with the Federal Antimonopoly Service (advising clients on antimonopoly laws and laws on investments into strategic companies, obtaining prior approval of the Federal Antimonopoly Service of Russia for transactions);
- interacting with state registration bodies and banks (opening and closing of bank accounts, KYC and currency control procedures);
- advising Russian and foreign clients on labor and migration-related issues, including hiring and discharging employees, obtaining work permits and residence permits for foreign nationals, and drafting employment contracts for both foreign and Russian nationals.

October 2013 —
December 2020
7 years 3 months

Squire Patton Boggs Moscow LLC

Paralegal

- establishment and liquidation of companies in Russia including entities with foreign investment, as well as the accreditation (extension of accreditation) and closing of representative and branch offices of foreign companies, registration of changes to the foundation documents;
- providing a full suite of secretarial services for client's Russian subsidiaries, branches and representative offices;
- advising clients on general employment matters, as well as drafting documents, such as employment contracts, orders, internal policies, preparation and filing of notifications to employment center;

- opening and closing of bank accounts, updating client's information;
- dealing with migration issues, such as obtaining work permits, visa for foreign nationals;
- performing due diligence, i.e. corporate, employment, migration, and environmental issues;
- organizing and preparing meetings with notary;
- conducting researches and updating memoranda, newsletters for clients.

February 2013 —
September 2013
8 months

Squire Sanders LLC

Legal Secretary

- documents formatting;
- ensured timely coordination of calendaring, expense accounting and administrative needs;
- used legal billing software to record attorney activities in order to present formal billing statements to clients;
- arranged travel and submitted expense accounts;
- assisted with secretarial overflow and support.

September 2012 —
January 2013
5 months

SGS Industrial Services RU LLC

Administrator

SGS Industrial Services RU LLC (Project Kronoshpan
(assembly of equipment) - Egorievsk - Moscow region)

September 2011 —
August 2012
1 year

Siemens VAI Metals Technologies GmbH

Administrator

Siemens VAI Metals Technologies GmbH (Project Rail car manufacturing plant (assembly of equipment) -
Tikhvin - Leningrad region)

July 2011 — August
2011
2 months

SGS Industrial Services RU LLC

Administrator

SGS Industrial Services RU LLC (Project Rail car manufacturing plant (assembly of equipment) - Tikhvin -
Leningrad region)

Education

Higher

2019

Kutafin Moscow State Law University

Masters Degree in International Private Law

2016

Kutafin Moscow State Law University

Bachelors Degree

2011

Leningrad Pushkin State University, Saint Petersburg

Teacher of foreign languages

Key skills

Languages

Russian — Native

English — C2 — Proficiency

German — B1 — Intermediate

Skills

diligent and responsible

Analytical skills

attentive to detail

personal and corporate integrity and loyalty

well organized

trustworthy, honest

Teammplayer

Further information

About me

- deep knowledge of Russian corporate legislation;
- 8 years of experience in corporate registration matters: set-up / liquidation of Russian legal entities (LLCs), branches and representative offices of foreign companies in Russia, registration of changes in the state registers (EGRUL, RAFP);
- 4 years of leading corporate secretarial services team of Moscow Office of Squire Patton Boggs;
- extensive experience in advising on a wide range of corporate operational issues of Russian subsidiaries of foreign companies;
- coordination of work with foreign lawyers and partners (UK, Cyprus, BVI, USA and other);
- extensive experience in corporate and other matters which require notarization and legalization (apostilling) of documents; work with Russian and foreign notaries;
- assisting to senior lawyers in complex M&A multijurisdictional transactions for global companies;
- general knowledge of antimonopoly, labor, immigration, real estate, currency control requirements bordering with corporate matters.

Comments

7 September 2021

рассматривает активно,
не хочет терять время.

пу: 1 - важна команда + не было перспектив роста ни в должности, ни в деньгах.

больше склоняется к инхаус, где есть группа юристов - хочет учиться, развиваться.

функционал:

корпоративное право (открытие и закрытие юр лиц, филиалов иностранных компаний, полное обслуживание - открытие счетов, трудовые договоры, визовая поддержка, получение разрешения на работу). работа с ФАС.

работала как корп секретарь во многих компаниях - 10 клиентов, были и ооо и ао немного. обраний немного, разовое годовое (так как много иностранцев).

открытие филиалов на территории России. по рос праву большинство случаев.
за рубежом не было.

взаимодействие с иностранными компаниями - налоговый учет,
с международным правом работала по проекту недвижимости.

англ свободно,
немецкий - второй язык - раньше вела письменные переводы с немецкого на англ.

230-250nett

если есть бонусная программа можно поменьше оклад.

Kudryavtseva Evgenia

1 September 2021

в поиске. работа юриста в международной компании. Занималась корпоративкой, трудовыми и миграционными вопросами, антимонопольными вопросами. Найм топов, оказание миграцион поддержки, относилась к части трудовой практики, подготовка трудовых договоров, положений, политик. Англ свободный. ФО 230-260 nett.

Kavrigina Ekaterina

History

Responses

Legal Counsel

20 September 2021

Юрист-международник (junior)

6 September 2021