

# Sheih Ekaterina

Female, 30 years, born on 18 December 1990

The phone has been hidden by the job seeker

sheihhh2020@gmail.com — preferred means of communication

Reside in: Moscow

Citizenship: Russia, work permit at: Russia

Ready to relocate, ready for business trips

## Desired position and salary

### Head of Legal/International Legal Counsel

**280 000**

RUB

Management

- Law

Employment: full time

Work schedule: full day

Desired travel time to work: any

## Work experience — 11 years 7 months

December 2016 —  
till now

4 years 10 months

### NIYO&CO

#### Head of Legal Department

- successful coordination through mediation, consideration and resolution of complex legal disputes with company counterparties, partners in Italy (HQ) and Russia;
- professional legal analysis and coordination of various types of bilingual agreements (English, Russian) (leases, supplies, labor, services, NDAs, etc.), additional agreements, acts and protocols thereto;
- leasing issues resolution;
- successful resolution of legal disputes in pre-trial procedure (also in English) and in court (Moscow Arbitration Court);
- successful representation of interests of the company on customs law issues;
- reporting on the work done, reporting to the principal - Head of NIYO&CO, Moscow, Russia;
- successful representation of interests of the company from the very beginning of project's launch;
- successful resolution of IP and personal data (GDPR) issues;
- successful carrying out of Due Diligence and Compliance procedures;
- successful resolution of advertising and IT issues;
- efficient legal complaints' handling;
- incorporation/liquidation of companies in foreign jurisdictions (Europe, Australia, USA);
- resolution of international tax issues;
- consulting on corporate law (including foreign corporate legislation, i.e. American, European, Australian, etc.);
- analyzing foreign legislation on request (American, European, Australian, etc.);
- professional identification, research, analysis, and advice teams on a wide range of relevant legal topics, issues, and risks;
- professional keeping abreast legislative changes that affect the Company globally;
- professional assistance in legal oversight of the Company's activities, policies, business practices, and transactions in the Territory (Russia & CIS) to ensure compliance with applicable laws and regulations including FCPA, UK Anti-Bribery Act and local anti-corruption laws.

December 2016 —  
till now

4 years 10 months

### EATALY Russia & CIS

#### Head of Legal Department

- successful coordination through mediation, consideration and resolution of complex legal disputes with company counterparties, partners in Italy (HQ) and Russia, CIS countries;
- professional legal analysis and coordination of various types of bilingual (English, Russian) contracts (leases, supplies, labor, services, etc.), additional agreements, acts and protocols thereto;
- leasing issues resolution;
- successful resolution of legal disputes in pre-trial procedure (also in English) and in court (Moscow Arbitration Court, courts of general jurisdiction);
- successful resolution of a legal dispute with the main lessor of the company - TKG "Kievsky" in terms of improving provisions of lease of non-residential premises for the company, reducing rental rates by 10 times;
- professional legal support (as part of corporate financial team) of the VAT refund by tax service in pre-trial procedure (approximate amount of VAT refund is \$ 1,500,000);
- successful representation of interests of the company in criminal proceedings for cases of theft by employees of the company, in labor disputes with participation of labor authorities, etc.;
- reporting on the work done, reporting to the principal - Head of EATALY Russia & CIS;
- successful representation of interests of the company from the very beginning of project's launch;
- successful resolution of IP and personal data (GDPR) issues;
- successful carrying out of Due Diligence and Compliance procedures;
- successful resolution of advertising and IT issues;
- efficient legal complaints' handling;
- incorporation/liquidation of companies in foreign jurisdictions (Europe, Australia, USA);
- resolution of international tax issues;
- consulting on corporate law (including foreign corporate legislation, i.e. American, European, Australian, etc.);
- analyzing foreign legislation on request (American, European, Australian, etc.);
- legal support in licensing (alcohol licenses);
- professional identification, research, analysis, and advice teams on a wide range of relevant legal topics, issues, and risks;
- professional keeping abreast legislative changes that affect the Company globally;
- professional drafting, reviewing, negotiating and interpreting importation, distribution, marketing services, and other commercial agreements and arrangements;
- professional support for compliance with retail laws requirements;
- professional advising on advertising and marketing communications;
- professional providing advice and training related to commercial, competition and marketing matters in the Territory (CIS Countries);
- professional resolution of beverage-alcohol related issues;
- professional assistance dealing with legal matters related to Russian Alcohol Activity License;
- professional management of issues related to Russian Alcohol Regulator (RAR);
- professional counseling regarding Territory laws and regulations that specifically govern beverage alcohol products with respect to EGAIS requirements, tax stamps and product labeling matters;
- professional assistance in legal oversight of the Company's activities, policies, business practices, and transactions in the Territory (Russia & CIS) to ensure compliance with applicable laws and regulations including FCPA, UK Anti-Bribery Act and local anti-corruption laws.

August 2014 — till  
now  
7 years 2 months

## **Moscow Attorney Chamber**

### **Attorney**

Attorney, Head of Attorney's Office

Civil law, advocacy

- successful representation of principals in civil disputes (including contract law), labor disputes, tax disputes;
- successful representation of principals in arbitration courts, courts of general jurisdiction (Moscow and Moscow region), small claims courts (Small Claims Court, Sacramento, California);
- professional counseling of principals on issues of civil law, contract law, business law, labor law, tax law, criminal law, criminal procedure law, civil procedure law, arbitration procedure law

April 2019 — July  
2019

## **Public Adjuster's Office, Sacramento, California**

4 months

### Head's Assistant on insurance and notary public practice, short-term internship

- successful resolution of various legal issues arising in the areas of the Office's business activities, including medical activities and activities in connection with the compulsory medical insurance system;
- successful dealing with healthcare, regulatory and commercial law;
- successful resolution of legal disputes with insurance companies (GEICO, State Farm, Progressive, etc.) on side of the insured;
- successful collection of insurance amounts of compensation to the insured through pre-trial procedure for disputes' settlements;
- professional writing of claims in defense of interests of the insured, collection and submission of documents, evidences for purpose of insurance compensation for the insured, including cases of road accidents;
- professional drafting of civil procedure documents for applicants who file small claims (Small Claims Court, Sacramento, California);
- drafting powers of attorney and notary public's acts (drafts);
- translation of documents from English into Russian and from Russian into English

February 2019 —  
March 2019  
2 months

### Employment Law Attorney's Office, PC, Sacramento, California

#### Head's Assistant on labor practice, short-term internship

- professional drafting and submission of civil procedural documents (applications, complaints, petitions, etc.) on labor disputes on side of employees (Google, KAISER, etc.), on disputes in the field of Torts law (cases of road accidents);
- professional legal analysis of relevant, admissible evidences in cases, collecting a package of sufficient evidences in cases, requesting missing evidences in cases;
- procedural notices of parties in cases in compliance with requirements of the Civil Procedure Code of California;
- professional research on labor and insurance law, Torts law, analysis of judicial practice of courts of appeal, the highest courts of the State of California and the USA (legal research, case law analysis)

January 2016 —  
November 2016  
11 months

### Group of Companies "EPL Diamond"

#### Head of Legal Department

- successful structuring, drafting and negotiating a variety of commercial agreements, including but not limited to, service agreements and NDAs;
- professional advising the business on data protection and related compliance matters in relation to the Russian Federation;
- professional expertise in drafting and negotiating various M&A and corporate law agreements and arrangements;
- professional counselling of Head of Group of Companies "EPL Diamond" in various branches of law (international public law, international private law, civil law, contract law, business law, labor law, tax law, criminal law, criminal procedure law, civil procedure law, arbitration procedure law);
- successful legal support for a group of legal entities such as "EPL Yakutian Diamonds Europe" ("EPL DIAMOND" in "Russia - Austria" disputes): successful legal resolution of complex legal disputes by defending rights and legitimate interests in civil matters with a foreign element applying the Austrian General Civil Code (Allgemeines Bürgerliches Gesetzbuch): resolving a dispute with a landlord after notification (Mahnung); successful refund of deposit and rental payments in the amount of \$ 350,000 to "EPL Yakutian Diamonds Europe";
- professional legal analysis and coordination of various types of bilingual agreements (English, Russian) (leases, supplies, labor, services, etc.), additional agreements, acts and protocols thereto; legal work with lease agreements in German;
- successful representation of interests of the company in criminal proceedings on thefts by employees of the company;
- successful representation of company's interests in arbitration courts (Moscow Arbitration Court, Yakutsk);
- reporting on the work done, reporting to the principal - Head of Group of Companies "EPL Diamond";
- incorporation/liquidation of companies in foreign jurisdictions (Austria, Cyprus);
- resolution of international tax issues;

- consulting on corporate law (including foreign corporate legislation, i.e. American, European, Cyprus, etc.);
- analyzing foreign legislation on request (American, European, Cyprus, etc.);
- legal support in licensing (jewelry).

July 2012 —  
January 2014  
1 year 7 months

### **“MTS”, PJSC (“RTK” CJSC)**

#### **Deputy Head of Department of Corporate Governance and Legal Support in Moscow and Moscow region**

- professional overall legal support of retail business for one of the top seller of consumer devices (smartphones, tablets, etc.);
- professional contracts' review and drafting;
- successful participation in contracts' negotiation;
- professional ensuring legal compliance of the Company's advertisement and marketing activities;
- professional identification of legal risks and suggesting mitigation measures;
- successful resolution of consumer claims and disputes;
- successful resolution of commercial disputes (unauthorized use of the Company's trademark, parallel import, disputes with suppliers, etc.);
- professional counseling on labor laws;
- successful coordination through mediation, consideration and resolution of complex legal disputes with landlords in Moscow and Moscow region;
- professional legal analysis of various leases of non-residential premises, additional agreements to them, notices of the lessor, demands, complaints, etc.; successful elimination of legal risks for the company from all documents signed by the company;
- successful representation of interests of the company in arbitration courts of Moscow and Moscow region on issues of rental relationships; in courts of general jurisdiction of Moscow and Moscow region on issues of labor law and on issues of consumers' protection;
- successful formation of a unique courts' practice in defending rights and interests of a retail company in disputes with consumers, taking 1st place in the national competition "The Best Legal Departments of Russia - 2013" in nomination "Trade";
- reporting on the work done, reporting to the Deputy Head of Department of Corporate Governance and Legal Support in Moscow and Moscow region.

September 2009 —  
July 2012  
2 years 11 months

### **RHTU named after D.I. Mendeleev (Legal Department)**

#### **Senior Legal counselor of Department of Civil, Copyright and Environmental law (CCE)**

- professional legal counselling of the Head of Legal Department in such branches of law as Civil law, Copyright and Environmental law;
- professional writing of legal articles for national scientific conferences;
- professional legal due diligence and approval of drafts of orders, acts, protocols issued by Legal Department;
- reporting on progress, reporting to the Head of Legal Department

## **Education**

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### **Master**

2021

#### **AR College, Law (California)**

Legal Studies Program, ABA Approved / WITH HIGHEST HONORS, American & International law

2019

#### **Lincoln Law School, Sacramento (California)**

Legal Courses, summer course on the basis of J.D. Program, Torts, Contract law, Legal Writing

2019

#### **Community Charter School, Sacramento (California)**

- 2018 **Financial Academy under the Government of the Russian Federation (University), Moscow**  
Advanced training course (350 hours), Taxes and taxation of individuals and legal entities
- 2013 **Moscow State Law Academy named after O.E. Kutafin (University)**  
Civil law, Advocacy and Notary Public Department , Cum Laude Master's Degree
- 2009 **RHTU named after D.I. Mendeleev**  
Translator in sphere of professional communication (Business English, Technical English) , Cum Laude Additional Degree
- 2006 **Cambridge ESOL, Certificate, Moscow (Russia)**  
First Certificate in English (FCE), Grade B

#### Professional development, courses

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- 2019 **VEGAS LEX**  
VEGAS LEX, Contemporary key aspects of M&A. Indemnities, liability limits, price's decrease, etc.
- 2014 **First conference entitled "Issues of Corporate Ethics (Compliance), Corporate Governance and Risk Management in Russia"**  
DLA PIPER, SIEMENS, SAP, BEITEN BURKHARDT, RAIKHLIN & PARTNERS, "Issues of Corporate Ethics (Compliance), Corporate Governance and Risk Management in Russia"
- 2013 **Legal Forum for Practitioners, "System Lawyer", "Company Lawyer", "Main Changes of the Year: Amendments to the Civil Code of the Russian Federation, Significant Precedents, New in Contract Work"**  
"System Lawyer", "Company Lawyer", "Main Changes of the Year: Amendments to the Civil Code of the Russian Federation, Significant Precedents, New in Contract Work"
- 2012 **Training course "Fundamentals of Private Law of Great Britain", International Law Firm "White & Case"**  
"White & Case", LLC, USA, "Fundamentals of Private Law of Great Britain"
- 2012 **Training course "Legal regulation of corporate transactions", Consulting company "PwC Legal"**  
Consulting company "PwC Legal", "Legal regulation of corporate transactions"
- 2012 **Training course "Cross-border law. Mergers and Acquisitions", International Law Firm "White & Case"**  
"White & Case", LLC, USA, "Cross-border law. Mergers and Acquisitions"
- 2011 **Training course "White & Case", LLC, USA, DLA Piper, PILnet**  
MSU, "Professional Responsibility and Ethics in the Global Legal Market"
- 2011 **Training course "International Commercial Arbitration", International Law Firm "White & Case"**  
"White & Case", LLC, USA, "International Commercial Arbitration"

#### Key skills

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- Languages      Russian — Native  
                     English — C2 — Proficiency

Skills

Английский язык MS Outlook Teamleading Business English Пользователь ПК  
Consultant Plus Знание иностранных языков MS Office Ведение переговоров  
Управление проектами Деловая переписка Организаторские навыки  
Работа в команде Управление персоналом Заключение договоров  
Гражданское право Договорное право Международное право  
Международное частное право Гражданское процессуальное право  
Арбитражное процессуальное право Бизнес право Американское право  
Международный коммерческий арбитраж Dropbox Гарант LexisNexis  
Westlaw

Further information

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About me

Professional in international public law, international private law, civil law, contract law, business law, labor law, tax law, criminal law, criminal procedure law, civil procedure law, arbitration procedure law; experienced not only as an attorney/legal counsel, Head of Legal, but also as an in-house Lawyer of successful start-up projects with more than 10 years of experience as well as with international law education/knowledge. I'm able to achieve the most incredible results, result-oriented, determined, hard-working, liable, independent, sociable, flexible and stress resistant, accurate and attentive to details.

## History

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### Responses

**Head of Legal&Compliance Russia-CIS**

20 September 2021

**Head of Legal Russia-CIS**

18 August 2021

**Senior Lawyer (sales) / Старший Юрист (продажи)**

18 August 2021

**Head of Legal Russia-CIS**

15 July 2021

**Senior Lawyer**

22 February 2021

**Head of Legal**

5 February 2021

**Legal Counsel**

5 November 2020

**Head of Legal**

7 October 2020

**Senior Legal Counsel**

28 August 2020

**Senior Legal Counsel**

28 August 2020

**Head of legal and compliance department**

9 April 2020

### Rejected

**Lawyer (electronic company)**

19 October 2020

**Legal & Compliance Counsel**

17 September 2020

**Leading Legal Counsel**

28 August 2020

**Legal & Compliance Counsel**

28 August 2020

**Senior Legal Counsel**

27 May 2020

**Legal Counsel**

27 May 2020