

Alaa Wageh Sadek Soltan

PROFESSIONAL EXPERIENCE

July 2016– September 2018

Training in a Law Office

During this period, I undertook a comprehensive training program at a law office, where I gained practical experience and honed my legal skills. My responsibilities included:

- Assisting senior attorneys with case preparation and legal research.
- Drafting and reviewing legal documents, including contracts, briefs, and motions.
- Managing client communications, scheduling, and case management.
- Observing court proceedings to understand litigation processes and strategies.
- Conducting legal research to support case strategies and ensure compliance with applicable laws and regulations.

October 2018 –December 2022

Worked as a law office

- Representing clients in court, presenting cases, and arguing motions.
- Providing legal advice and consultation to clients on a wide range of legal issues.
- Negotiating settlements and plea bargains on behalf of clients.
- Drafting and filing legal documents, such as pleadings, appeals, and wills.
- Conducting thorough legal research to support case strategies and legal opinions.
- Collaborating with colleagues on complex cases and participating in case strategy meetings.
- Managing a diverse caseload, prioritizing tasks, and ensuring timely completion of legal proceedings.

| Personal Skills

- Problem Solving
- Communication & Negotiation Skills
- Team Working
- Leadership
- Work Under Pressure
- Able to learn quickly
- Ambitious
- Active & Hard Working
- Good in English

| Technical Skills

- Computer Skills
- ICDL
- Microsoft Skills (Word & Excel)

May 2018

Tanta University

Bachelor of Law (Good Degree)
