

JOVANA LJUKA

BACHELOR OF LAWS

EXPERIENCE

Law Office "Vidovic-Andjelkovic", Belgrade, Serbia Legal Trainee

October 2021 -

- Writing contracts;
- Attending hearings and trials;
- Keeping up to date with changes in the law;
- Company law;

Law Office "Aleksic sa saradnicima", Belgrade, Serbia Legal Trainee

November 2020 - September 2021

- Meetings with clients;
- Keeping up to date with changes in the law;
- Management and organising team work;

Law Office "Snezana Jovic", Podgorica, Montenegro Legal Trainee

July 2020 - October 2020

- Legal research and case study;
- Representing clients in trials;
- Writing legal documents and correspondence;

The First Basic Prosecutor's Office, Belgrade, Serbia Certified Legal Intern

August 2019 - October 2019

- Writing Legal Prosecutor's acts;
- Attended official Hearings and Trials;
- Attended coordination meetings with the police; and representatives of the Center for social work;

KEY SKILLS

- Developed analytical thinking;
- Successful in organizing and preparing meetings and trials;
- Writing reports and formal presentations;
- Drafted legal documents and correspondence;
- Database management and electronic filing system organization;
- Familiar with both Civil and Criminal Law;
- Developed organizational, leadership and team skills;

ADDITIONAL INFORMATION

Projects

Digital nomads in Serbia and repatriation measures, Faculty of Law, 2019.
GTTC University Project III: Impact of MLI on national treatment of Tax treaties, Faculty of Law, 2019.

Memberships

Membership at "BEKOP" organization (Belgrade conference of law students)
Past membership at "AIESEC" organization

Courses

Law of International Tax Treaties, Faculty of Law, 2019.
Additional course in Business Law, Faculty of Law, 2019.

Conferences and Workshops

BEKOP 2018. and 2019.
"Intellectual Property Law" organized by BEKOP
"Lawyers in prosecution" organized by BEKOP
"Business negotiation and mediation skills"
"Basics of arbitration" organized by BEKOP
"The tax side of entrepreneurship", Association of young businessmen of Serbia




CONTACT

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EDUCATION

University of Belgrade
Faculty of Law
2015 - 2020

INTERPERSONAL SKILLS

- Problem solving and critical thinking
- Conflict resolution
- Patience
- Negotiation
- Adaptability and ability to manage pressure
- Public speaking
- Team worker
- Management and mentoring skills

OTHER

Driving License / B category
English language / C1