



# Kristina Orlichenko

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Fairhill, Killarney, Co. Kerry  
Eircode: V93 W0FH  
Date of birth: 21/09/1999

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## WORK EXPERIENCE

### **Law Association "DOK", Kherson, Ukraine**

**January 2021 — April 2021**

Lawyer

- Drafted legal documents, letters and contracts tailored to client's needs, ensuring complete accuracy
- Created legal documents such as contracts, real estate transactions and wills
- Provided legal advice on legal matters to clients
- Engaged in negotiations with opposing parties as needed

### **Kherson regional office of political party "Servant of the people", Kherson, Ukraine**

**During elections in 2019 and  
2020**

Legal Assistant

- Drafted legal documents, letters and contracts
- Organised personal and professional calendars, including reminders and updates for upcoming meetings and events
- Directed and actioned incoming and outgoing correspondence, including postal mail, email and faxes
- Actions necessary for the conduct of elections

### **Halstead Enterprises, Killarney, Co. Kerry, Ireland**

**August 2022 — October 2022**

Waitress

- Demonstrated full knowledge of all menu items, contents and preparation methods.
- Greeted and seated guests efficiently to establish prompt, high quality service, answered initial questions.
- Recorded orders and partnered with team members to serve food and beverages accurately and efficiently.

## EDUCATION

### **Master of Law**

**September 2020 — January 2022**

National University "Odessa Law Academy"

### **Bachelor of Law**

**September 2016 — June 2020**

National University "Odessa Maritime Academy"

## SKILLS

- Management skills
- Confidentiality and discretion
- Computer-savvy
- Legislative knowledge

- Time-management
- Communication skills

## INTERESTS

- yoga
- jogging

## REFERENCES

References available upon request.