

**Stepanchuk Oksana**

**Date of birth**

07.10.1981

**Address:**

203 Tremont Way, Augusta, GA, USA, 30907

**Phone:**

+1(706)220-03-12

**E-mail:**

ob.stepanchuk@gmail.com

**Education:**

*September 1999 –*

*July 2004*

National Technical University of Ukraine “KPI”, Law Department

Degree with honour

**Work experience:**

*January 2004 –*

*December 2004*

***Vechirni visti Newspaper personnel officer;***

***From June 2004 – head of personnel office***

**Experience&Skills:**

- maintaining documents (orders, personal work records of employees);
- hiring and firing procedures;
- maintaining documents on *leave of absence*, business trips;
- elaborating manning tables; making time sheets;
- elaborating, negotiating, concluding, registration of collective agreements;
- elaborating agreements on liability, contractor agreements.

*January 2005 – September 2006*

**JSCB “Ukrsotsbank”, Kyiv region branch, Legal department, Leading legal advisor, Senior legal advisor**

*October 2006 – May 2010*

**JSCB “Ukrsotsbank”, Kyiv city branch, Legal department, Senior legal advisor**

*May 2010 – August 2010*

**JSC «Erste Bank», Senior legal advisor**

*August 2010 - June 2015*

**PJSC “Bank Kyiv”, Head Office, Deputy of the Head of the Legal support Division (for corporate clients)**

*October 2015 - September 2016*

**PJSC “Ukrsotsbank”, Head Office, Senior legal advisor**

**Experience&Skills:**

- Monitoring current legislation of Ukraine;
- Due diligence on client legal capacity and their representative's authority for signing documents and concluding agreements;
- Due diligence on active operations (retail loans, loans/guarantees for legal entities, factoring) and their pledge securing (goods, equipment, vehicles, real estate, land plots, proprietary rights etc.): analysis of individuals' documents, analysis of legal entities statutory and registration documents, powers of their managing bodies, analysis of title documents for the property offered as collateral;
- Preparation and/or legal assessment of variety of civil/commercial agreements, including pledge and mortgage agreements, agreements on sale and purchase of real estate, land plots, vehicles, equipment, securities, different types of agreements on financing building, factoring agreements etc.;

- Elaborating model contracts (loan contracts, security contracts, bank account contracts, etc);
- Legal assistance on opening and further administration of bank accounts of various types;
- Review documents on blocking customer accounts, forced withdrawals from accounts, legal opinion on bank secrecy disclosure;
- General legal consulting of bank personnel and clients, advising management on request;
- consultations on labor law;
- bank representation in courts (preparation of claims, objections, participate in court proceedings as a representative of plaintiff/defendant/third party);
- organization and administration of work of subordinate lawyers;
- staff training (lawyers, sales representatives);
- elaborating bank normative documents;
- official correspondence with clients and the state authorities
- acting as a Corporate Secretary (organization of the Board meetings, preparation decisions of the Board.

**Languages:**

Ukrainian, Russian (native), English (upper-intermediate), Completed the “English for Corporate Law” language course at English school of legal Analysis and Writings (**ESLAW**)

**Qualities:**

good communication and organizational skills.