



GABRIELA SILOVSKÁ

25.8.1995

CONTACTS

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SKILLS

- MS Office
- Knowledge of working with legal databases (Aspi, Beck, Codexis)
- Mediation techniques of communication and process
- Managing emotions and stress when working with people - accredited course by the Ministry of Labour and Social Affairs
- Group B driving licence

HOBBIES

- Mediation - participation in PF UK summer mediation schools, member of Student Mediation

WORKING EXPERIENCE

JUNIOR ASSOCIATE • ATTORNEY AT LAW, DENISA SOUKUP HRUŠÁKOVÁ – DECEMBER 2022 – MARCH 2023

Providing legal services in many areas of law, mainly civil, family and criminal law. Communication with clients, representation of clients before courts, legal assistance during the whole criminal proceedings. Drafting legal analysis, expert opinions, submissions, actions, including constitutional complaints.

PARALEGAL • ČESKÁ POŠTA – SECTION OF CIVIL LAW • SEPTEMBER 2019 – SEPTEMBER 2021

Legal support for the lead lawyer. Drafting of submissions - pre-suit notices, actions, appeals, execution petitions, insolvency applications. Legal research, communication with courts and administrative authorities. Civil procedural law agenda with overlap into insolvency and employment law.

PARALEGAL • ATTORNEY AT LAW, TAHOTNÁ • JULY 2019 – FEBRUARY 2020

Legal research, administrative assistance with office operations, drafting filings, reviewing contracts and documents, communication with clients. Mainly commercial, criminal and civil law agenda intellectual property.

LEGAL ASSISTANT • CHSH KALIŠ & PARTNERS • OCTOBER 2017 - JULY 2018

Komunikace se soudy. Správa datových schránek, konverze dokumentů. Kancelářská administrativa.

- Personal assistance to the disabled
- Yoga, lecture, travelling
- Foreign languages study - exchange stay in Orléans, language stay in Nice Azurlingua

***ASSISTANT, RECEPTIONIST* • 2012 – OCTOBER 2018**
Doosan Škoda Power Plzeň, Dům jogy Praha, Hi Beach Nice France

Reception service, managing reservations and mail. Basic accounting. Administration, handling phone calls and e-mail. Managing reservations and booking system.

EDUCATION

FACULTY OF LAW, CHARLES UNIVERSITY • 2016 - 2022

Law and Jurisprudence

Diploma thesis on: Mediation and its use in labour relations

CHURCH GRAMMAR SCHOOL IN PILSEN • 2011 - 2015

Eight-year study field - social sciences, graduated with matriculation with honours

STUDY STAY • LYCÉE ÉDOUARD BELIN, VESOUL, FR • 2013 - 2014

La classe de première littéraire

Study abroad in partnership with the Franche-Comté region

LANGUAGE CERTIFICATES

FRENCH LANGUAGE • DELF B2 • 2015

ENGLISH LANGUAGE • FCE B2 • 2016