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| Contacts • [gsilovska@seznam.cz](mailto:gsilovska@seznam.cz)  • + 606 291 253  • Permanent address: U Sokolovny 556, Nepomuk 335 01  • Contact address: Londýnská 309/81, Praha 120 00 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  • Personal assistance to the disabled  • Yoga, lecture, travelling  • Foreign languages study - exchange stay in Orléans, language stay in Nice Azurlingua | |  | | --- | | Gabriela Silovská25.8.1995  PRAHA 5 | 25.8.1995  as as  as |  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. ***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. EDUCATIONFaculty of law, Charles University• 2016 - 2022 Law and Jurisprundence  Diploma thesis on: Mediation and its use in labour relations CHURCH GRAMMAR SCHOOL IN PILSEN • 2011 - 2015Eight-year study field - social sciences, graduated with matriculation with honoursstudy stay • lycée Édouard belin, vesoul, fr • 2013 - 2014 La classe de première littéraire  Study abroad in partnership with the Franche-Comté region Language certificatesFrench language • delf b2 • 2015English language • FCE B2• 2016 |