

Solomiia Trachuk

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612-490-4413

I am authorized to work in the United States under the United for Ukraine program, and I firmly believe that my language fluency, work experience and attention to details make me a well-suited candidate for this role.

Experience

Legal Assistant

Yost & Baill, LLC - Minneapolis, MN, USA

(Work with subrogation claims)

Since Feb 2023

- Communicated with all parties in the claim.
- Drafted and sent demand, insured, notice letters.
- Provided training and served as a professional reference to new employees.
- Organized documents, files, claim material, managed projects.
- Entered data and case notes in program database.
- Assisted with different kinds of cases, handled multiple projects simultaneously.

Paralegal

AVAX PROF - Ternopil, Ukraine

(Provider of special equipment and services pursuant to government contracts)

Sep 2018 - Jan 2021

- Advised clients on compliance with regulations.
- Reviewed risks associated with government programs.
- Stayed up to date with shifting laws.
- Supervised the work of legal assistants and secretaries completing important case actions.
- Managed projects, including schedules for filing, hearing and trial dates, conferences and interviews.

- Worked effectively and efficiently on multiple projects in busy work environment.

Education

Master's degree: Law

Ivan Franko National University of Lviv - Lviv, Ukraine

2014-2019

Master's degree: Psychology

West Ukrainian National University - Ternopil, Ukraine

2018-2019

Certified: American Law

School of American Law in Ukraine - Lviv, Ukraine

2018-2019

Skills

- Project planning
- Problem solving
- Multitasking
- Teamwork
- Customer service
- Document editing
- Legal document preparation
- Outlook
- ProLaw
- Lexis-Nexis
- Microsoft Office

- Excellent communication skills

Languages

- *English*, Advanced
- *Ukrainian*, Native
- *Russian*, Fluent
- *Polish*, Conversational