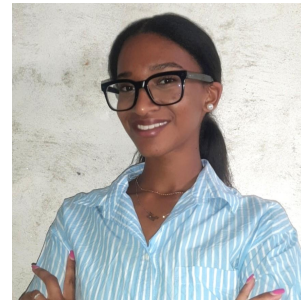


# EMILY GIULIANA ANDRADE RIVAS

**LEGAL SERVICES GRADUATE (Specialized in private organizations)**

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## INTRODUCTION

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Dedicated and motivated individual with a strong passion for the legal field, time management and language learning. I aspire to broaden my horizons and my goal is not only to excel in my role but also to actively contribute to the growth of the place I work for. Overall my future aspirations are centered around continuous learning and making a positive impact.

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## EDUCATION

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### UNIVERSITÀ DEGLI STUDI DI MILANO-BICOCCA, MILAN - LEGAL SERVICES BACHELOR DEGREE

September 2020 - October 2023

- This degree has provided me with a solid background in the legal sector, together with some basic knowledge in the sectors of economics, organizational management and information technology (3.4 GPA).

### LICEO STATALE MAFFEO VEGIO, LODI - HIGH SCHOOL DIPLOMA

September 2015 - June 2020

- Graduated in Economics and Social Sciences and finished high school with the highest grade (100/100).

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## EXPERIENCES

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- **INTERNSHIP PROGRAM AT THE CORNALBA LAW FIRM** [January 2019 - February 2019]

Throughout this period, I had the privilege of immersing myself in a professional environment and gaining first-hand insight into the dynamics and daily operations of a law firm. I collaborated closely with lawyers and staff members, undertaking a wide range of tasks such as document preparation, client interaction, customer service legal research and organization of legal files and documents. This experience has contributed to my practical understanding of the legal field.

- **TUTORING** [October 2019 - October 2023]

I've developed personalized study plans for students in order to improve their academic skills and performance, I also monitored student progress and provided regular feedback to help them overcome difficulties and learn how to organize their study routine. This experience has not only

allowed me to connect with individuals from diverse backgrounds but also developed my patience, adaptability and organizational skills.

- **BABY-SITTING** [December 2021 - March 2022]

I took care of a 8 years old kid during parents absence, I ensure the kid was fed and had everything he needed to go to school.

- **SUMMER CAMP COUNSELOR** [June 2015 - July 2019]

My responsibilities:

Coordinated and supervised recreational activities for children and teenagers during the summer.

Designed and implemented games and events to foster social interaction and creative development.

Managed relationships with parents to ensure a safe and positive environment for participants.

Collaborated with the team to plan and organize activities.

Thanks to this experience I developed some skills such as creativity, communication skills, teamwork and time management.

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### TECHNICAL SKILLS

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- Knowledge of the main legal subjects;
- Ability to analyze legal documents and do legal research;
- Computer skills, including the Microsoft Office suite.

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### SOFT SKILLS

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- Accuracy and attention to detail in the work performed;
- Ability to work independently and in an organized manner;
- Rapid learning and assimilation of new information;
- Goal orientation and ability to meet deadlines.

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### LANGUAGES

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- Italian - Native
- Spanish - Native
- English - Upper-intermediate / Advanced
- French - Elementary

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### EXTRACURRICULAR ACTIVITIES

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- Human rights seminar "Diritti umani: una meta ancora lontana".