

Name: Lara (L.U.) Pat
Date of birth: 01-01-1990
Nationality: Polish
Address: Vondellaan 7, Amsterdam
E-mail: lara.pat@email.com
Phone: +316 1234 5678



EDUCATION

- 2013 – 2015** **Master in International Law, University of Amsterdam**
 - Including a 4-month premaster track for law
 - Thesis: An analysis of European labour contracts (Grade: 8)
 - GPA: 7.5/10
- 2011 – 2014** **Bachelor in Communication Science, University of Amsterdam**
 - Minor: Communication in the legal sector
 - Thesis: Communication of legal affairs at TimTim (Grade: 7.5)
 - GPA: 6.8/10
- 2004 – 2010** **Grammar School Poznan, Secondary School, Poland**
 - Equivalent to gymnasium education level in The Netherlands

PROFESSIONAL EXPERIENCE

- Jan 2014 – July 2014** **Internship in legal department at TimTim, Amsterdam**
Responsibilities
 - Responsible for drawing up contracts for international employees
 - Writing bachelor thesis alongside operational tasks, 2 days per week*Results*
 - Handled all legal matters of over 20 new employees successfully
- Jan 2011 – June 2013** **Data Analyst at Pallop, Amsterdam**
 20 hours per week
 Pallop is a small consultancy company that specializes in salary data
Responsibilities
 - Responsible for collecting salary data and calling clients by phone
 - In charge of working out high quality salary reports*Achievements*
 - Successfully combined high demanding work environment with study
- 2008 - 2010** **Diverse Jobs**, including tutoring activities and cashier work

EXTRA CURRICULAIR ACTIVITIES

- Feb 2014 – Nov 2015** **Volunteer at LawyersForPeace, University of Amsterdam**
 10 hours per week
 LfP is a student non-profit organization
 - Responsible for raising and managing foreign funds from Asia
 - Active in a highly international team
- Feb 2012 – June 2013** **PeerCoach, University of Amsterdam**

SKILLS & Competences

- Language Skills:** Polish - mother tongue
 English - full professional proficiency
 Dutch - elementary proficiency
- Skills:** all office programmes, Quants Salary software, InDesign
- Competences:** Intercultural Skills, Interpersonal Skills, Problem Solving, an eye for detail