**Anna Carmem M. Cavalcanti**

Francisca Biriba Street, n. 351 apart. 83 Brazilian – 36 years old

Santa Teresinha, São Paulo - SP Lawyer – OAB/SP n. 348.321

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| **ACADEMIC FORMATION** |

* Harvard University – Law Contracts: From Trust to Promiss (2019)
* Course on Brazilian Financial System. LFG. (2019)
* Course on The New Due Diligente Law with professor Freddie Diddier Jr. LFG. (2017).
* Contracts: A Strategic Vision. Fundação Getúlio Vargas (2015)
* Specialist in Criminal Sciences by Centro Universitário de João Pessoa, Paraíba – Brasil (2008).
* Bachelor in law by Centro Universitário de João Pessoa, Paraíba – Brasil (2005).

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| **PROFESSIONAL SKILLS** |

Attorney with experience as a Legal Counsel for Payment Institution, Telecom, Technology Companies, Government Organizations and Large Law Offices focused in the civil, criminal, administrative and consumer areas.

Litigation lawyer with experience in strategic lawsuits, working with large judicial and extrajudicial lawsuits, obtaining significant reduction of liabilities through negotiation and agreements. Also acting as advisor on regulatory issues, and managing outside legal offices.

Budget management and provisioning control. International litigation reports. Acting in the consulting area, drafting contracts (including bilingual). Drafting legal opinions and documents, aiming to mitigate risks and use sustainable results for business.

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| **EXPERIENCE IN THE AREA** |

* **Universo Online S/A – Senior Lawyer** (2018 – 2019)

Responsible for strategic civil litigations (class actions, administrative procedures, annulment actions etc) and for PagSeguro’s mass civil procedures.

Responsible for the answer of demands made by Brazilian Central Bank. Management of partner law firms and the department’s contingency. Preparation, analysis and review of several agreements and amendments of legal contracts (partner law firms) and outside legal reports.

Acted also in pre-litigation and transactional consulting in order to mitigate risks of litigation. Counseling and advising about ongoing legal issues and risks on the bussines.

* **Sky Serviços de Banda Larga Ltda (AT&T) –** Programming Lawyer (2018)

Responsible for revising and drafting programming agreements with major content providers. OTT, SVOD and TVOD contracts also. Supports and advises the company on strategic business decisions. Ensures compliance of the programming area with regulatory agencies (ANCINE), regarding products and content related matters.

Advises on the company’s innovative business initiatives including new products.  Provides legal support to Programming team regarding content matters. Managed outside counsel on programming/content matters.

* **Sky Serviços de Banda Larga Ltda (AT&T) –** Litigation Lawyer – july 2015 – now)

Responsible for strategic civil litigations (class actions, administrative procedures, annulment actions etc).

Management of partner law firms and the department’s contingency.

Preparation, analysis and review of several agreements and amendments of legal contracts (partner law firms) and outside reports.

Act also in pre-litigation and transactional consulting in order to mitigate risks of litigation.

* **PPD do Brasil**

Contract Specialist (2014-215)

Draft, perform and coordinate all activities required to finalize site contracts (including, contractual terms and conditions, associated investigator grant budget(s) payment schedule terms and conditions and ancillary documents), with investigator sites, pharmacies, laboratories or other relevant contractual parties during the lifecycle of the study.

Drafts and reviews PPD and/or client site contract templates for compliance with local legislation and practices.

Adapts the site contract template to client and investigational site requirements in collaboration with key stakeholders to include the project team and the PPD legal team. Facilitates effective budget negotiation with site personnel in collaboration with key stakeholders. Performs and coordinates all amendments to site contracts and financial agreements with investigator sites, pharmacies, laboratories or other relevant contractual parties during the lifecycle of the study.

Serves as contact with investigative sites for contractual issues and negotiations throughout the lifecycle of a study. Assumes responsibility for any ongoing contract or budget amendments.

* **Unik S.A (2014)**

Legal Counsel (2014)

Junior Legal Counsel for the financial company Unik S.A. Managed the partner law firms and the department’s contingency on civil, labor, tax and consumer matters. Reporting direct to the Legal Head in Brazil, also managed the pre-litigation and transactional consulting in order to mitigate risks of litigation. Preparation, analysis and review of several agreements and amendments of contracts.

* **Legal Advisor for the Secretary of Penitentiary Administration of Paraíba´s State**

Legal Assistant (2011-2014)

Responsible for the legal assistance of the Secretary of Penitentiary Administration of Paraíba´s State. Main tasks included reports on several matters, from administrative law (bidding, administrative contracts, compliance) to civil law (management of administrative internal procedures, civil contracts).

* **Supervisor at Lima e Falcão Advogados (2007-2009)**

Supervisor (2007-2010)

Responsible for the coordination of all the lawyers of the office in the state of Paraíba. Dealing with mass consumer lawsuits, Lima e Falcão´s Paraíba branch dealt with approximately 2.000 consumer lawsuits.

* **Conciliatory judge at Paraíba´s Federal Justice (2008).**

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| **LANGUAGES** |

* **English Course - Immersion/EF Paraíba/Intercâmbio Green Bay, Wisconsin, EUA (1999- 2000).**
* Preparatory Course for the FCE – First Certificate of English, Cambridge University.
* First Certificate of English - FCE, granted by Cambridge’s University. (2000)
* Advanced Spanish private lessons 2015-2016.