

CURRICULUM VITAE

GILLÈS de PÉLICHY, Laetitia

French / Belgian

Born 1st March, 1970 in Vientiane, Laos

49 years old

P.O. Box 1078

Dubai

United Arab Emirates

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E-mail: laetitia70@yahoo.com

LANGUAGES:

Bilingual French and English

EDUCATION:

Resident in the United Arab Emirates from 1974 to 1989 and educated in the British system at DUBAI ENGLISH SPEAKING SCHOOL and DUBAI COLLEGE. Resident again in Dubai from 1995 to date.

QUALIFICATIONS:

7 O-levels: English, Mathematics, Physics, Chemistry, Biology, French, Art

1 A/O-level: General Studies

3 A-levels: Mathematics, French, Art

Diploma of Business English of the Franco-British Chamber of Commerce and Industry passed with merit.

Executive Secretary Diploma awarded by LA FEMME SECRÉTAIRE, Paris.

BTS "Bureautique et Secrétariat", bilingual option, passed in June 1992 in Paris.

WORD-PROCESSORS USED:

Word, Excel, PowerPoint, Outlook (advanced knowledge of all).

WORK EXPERIENCE:

01/10/13 – to date
(6 years, 1 month)

ADDLESHAW GODDARD (MIDDLE EAST) LLP
English Solicitors, Dubai

PA to Head of GCC and two Partners in the Corporate Department.

Work involves providing full administrative support to a busy team including managing complex workloads, organising travel arrangements, diary management, preparing expense reports, monthly invoicing, amending/formatting legal documents, preparing PowerPoint presentations for pitches to prospective clients, timesheets and other miscellaneous administrative duties.

12/02/12 – 08/08/13
(1 year, 6 months)

K&L GATES LLP
American Law Firm, Dubai

Legal assistant to Managing Partner/Head of Litigation Department, four Associates in the Litigation Department and a Partner in the Corporate Department.

Work involved organising and managing extensively document-heavy litigation matters, diary management, amending/formatting legal documents, preparing PowerPoint presentations, organising travel arrangements, preparing expense reports and monthly invoicing.

10/06/11 – 11/02/12

Spent time in the US and France with family and friends.

12/10/03 – 09/06/11
(7 years, 8 months)

CLIFFORD CHANCE LLP
English Solicitors, Dubai

Legal assistant to two Partners and four lawyers in the Banking/Project Finance Department.

Work involved amending/formatting legal documents, preparing PowerPoint presentations for pitches to prospective clients, organising business trips, preparing expense reports, preparing detailed invoices to clients and other miscellaneous administrative duties.

28/03/02 – 11/10/03

Travelled around Europe and worked in family-run business in Dubai.

01/10/96 – 27/03/02
(5 years, 6 months)

**DENTONS (previously SNR DENTON, DENTON WILDE SAPTE,
DENTON HALL and FOX & GIBBONS)**
English Solicitors, Dubai

Office Manager.

Initially worked as legal secretary to two lawyers, including a Partner, and subsequently promoted to Office Manager in September 1999. The position entailed working as legal secretary to Managing Partner and attending to all general office administration duties.

Secretarial duties included audio-typing, word-processing, self-correspondence, amending legal documents, preparing slides for presentations, organising business trips, hotel bookings and meetings.

Office administrative duties included recruiting and overseeing secretarial team, attending to all staff queries, liaising with PRO on staff sponsorship matters, car hire and housing arrangements and generally supervising the day-to-day running of the office (20 staff).

22/07/95 – 12/07/96

Worked on a temporary basis in Dubai for a year.

19/10/92 – 21/07/95
(2 years, 9 months)

SLAUGHTER AND MAY
English Solicitors, Paris

Bilingual French/English legal secretary to two lawyers, including a Partner.

Typing, word-processing, audio-typing, shorthand in English and French, organising meetings, conferences, lunches and travel arrangements.

GENERAL INTERESTS:

Land Rover Defenders, Overlanding, Camping, Scuba-Diving, Rock-Climbing, Sailing, Painting, Photography, Underwater Photography.