

BISERA THACI

700 Huron Avenue, Apartment 11M
Cambridge, MA 02138

(857) – 250 9407
thaci.bisera@gmail.com

A legal professional, licensed to practice law in Albania, focused on paralegal career opportunities.
Experience in corporate law, taxes, customs, labor and social security, real estate and administrative law.

HIGHLIGHTS AND SKILLS

- | | | | |
|-----------------------|--------------------|----------------------------|---------------------|
| - Legal research | - Legal writing | - Organizational skills | - Problem-solving |
| - Lexis, Westlaw | - Multilingual | - Detail-oriented | attitude |
| - Contract management | - Microsoft Office | - Effective prioritization | - Office management |

EDUCATION

Bunker Hill Community College

Certificate Candidate in Paralegal Studies – GPA 4.00

Boston, MA

Expected in 01/2016

School of Law, University of Tirana

Bachelor in Law – GPA 3.82

Tirana, Albania

10/2006 – 07/2010

RELATED WORK EXPERIENCE

Law Offices of Tracy N. Tavilla

Paralegal Intern

Boston, MA

07/2015 – present

- Conducting legal research and drafting legal opinions
- Preparing files, assisting in discovery proceedings and trial preparation

Gjika and Associates, Attorneys at Law

Senior Associate

Tirana, Albania

01/2014 – 05/2014

- Advised clients in complex legal issues
- Delegated, mentored and supervised the work of junior associates in the firm

Associate

02/2013 – 12/2013

- Counseled clients in their daily business activity
- Kept direct correspondence and communication with the firm's clients, having my own portfolio of clients

Drakopoulos Law Firm

Associate

Tirana, Albania

04/2012 – 01/2013

- Drafted legal opinions on various areas of expertise
- Assisted in the incorporation of new companies
- Performed secretarial duties when needed

Boga and Associates, Attorneys at Law

Legal Administrative Assistant

Tirana, Albania

06/2010 – 02/2012

- Processed, scanned files and maintained the firm's digital archive
- Monitored and translated domestic and European legislation from/to Albanian/English/Italian

AFFILIATIONS

Phi Theta Kappa Honor Society

Member

10/2015 – present

Women in eDiscovery – Boston Chapter

Member

10/2015 – present

Massachusetts Paralegal Association

Student member

04/2015 – present

National Association of Legal Assistants

Student member

04/2015 – present