

## Contact

[www.linkedin.com/in/gabriela-pobrić-5824812a2](https://www.linkedin.com/in/gabriela-pobrić-5824812a2) (LinkedIn)

## Top Skills

Translation

Publications

Writing

## Languages

Bosnian (Native or Bilingual)

English (Full Professional)

Croatian (Native or Bilingual)

Serbian (Native or Bilingual)

Italian

## Publications

Parliamentary Elections in  
Montenegro - 2020 Election  
Programs of Parties and Coalitions

# Gabriela Pobrić

Legal Assistant/Paralegal at Ziliak Law, LLC | GWU Political Science  
with Public Policy and International Affairs Student  
Washington, District of Columbia, United States

## Summary

Enthusiastic about civil rights and ecological and environmental education. Highly enjoy working with

and educating people through modern methods, including social media and other computer systems.

Looking at broadening skills in technology, and law to better serve the future.

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## Experience

### Ziliak Law, LLC

#### Legal Assistant

June 2023 - Present (1 year 9 months)

Chicago, Illinois, United States

Responsible for managing projects, coordinating the time of lawyers' schedules, calculating labor

hours, accounting, making appointments, scheduling meetings, and coordinating office operations

### Publix Super Markets, Target, Bath and Body Works, and Giant Eagle

#### Customer Service Associate

October 2021 - June 2023 (1 year 9 months)

Multiple Locations

Delivered exceptional customer service by assisting customers with product selection, addressing inquiries, and resolving complaints, fostering a positive shopping experience. Efficiently handled payments and returns, ensuring accurate transactions and contributing to streamlined store operations.

Maintained stock levels and organized store layouts, enhancing product visibility and customer accessibility. Upheld cleanliness and orderliness of retail spaces, creating an inviting environment that supported increased customer satisfaction.

## Center for Civil Education

### Intern/Translator

September 2020 - February 2021 (6 months)

Podgorica, Montenegro

Translated presentations, newspaper articles, and official documents between Serbian and English, ensuring accuracy and accessibility for diverse audiences. Contributed to the publication of significant reports, including "Parliamentary Elections in Montenegro - 2020: Election Programs of Parties and Coalitions". Actively participated in seminars and workshops focused on civil rights and liberties, fostering a deeper understanding of democratic values and human rights.

## EU Delegation W20

### European Youth Ambassador

September 2019 - August 2020 (1 year)

Podgorica, Montenegro

Advocated for EU initiatives by organizing and promoting events focused on human rights, climate change, and ecological sustainability, fostering greater community engagement. Increased public awareness of key environmental and social issues through effective communication strategies and event coordination. Collaborated with diverse stakeholders to support the EU Delegation's mission of strengthening ties with local communities and promoting EU values.

## Bogdanovic Apartments

### Assistant Manager

June 2018 - August 2018 (3 months)

Kotor, Montenegro

Responsible for the registration, reception, and billing at a tourist apartment complex with 6 rooms and 3 apartments. Used a booking system to register guests, deal with payments, and customer service to the local tourist agency per local laws. Acted as a guide to the city of Kotor. Cleaned the rooms, and upkeep the pool, bar, and garden area.

## Gardenia

### Marketing Specialist

June 2017 - August 2017 (3 months)

Kotor, Montenegro

Responsible for handing out flyers and advertising material to arriving tourists, businesses, and other establishments to generate an increase in business revenue.

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## Education

The George Washington University

Political Science with Public Policy and International Affairs · (August 2023 - May 2027)

Yale Young Global Scholars

Law · (June 2021 - July 2021)

Central Valley High School

· (September 2022 - May 2023)

Pebblebrook High School

· (August 2021 - May 2022)

Electrical Engineering School "Vaso Aligrudic"

Web Page, Digital/Multimedia and Information Resources Design · (September 2019 - June 2021)