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| lucia f. calderon  Arregui 2871 PB “B” · (+54 911) 55262731  **Luciaf.calderon@gmail.com ·** |
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# experience

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| june 2007 – presentadministrative assistant, **ministerio de espacio publico e higine urbana** Initiation, control and follow up of administrative files. Answer requests from different public organizations (i.e., Citizen Contributors, Public Legislation, etc). Administration of public resources donations. Reporting. General legal assistance. |
| Jan 2007 – dec 2008legal assistant, **patrocinio juridico de la uba** General legal assistant for Dra. Laura Esposto’s committee, head of Department of Professional Practice nov 2004 – sept 2005Legal attorney, **marval o’farrel & mairal** UBA Internship at Administrative Bank Litigation Sector (Sector Contencioso Administrativo-Bancario). Legal assitant and administrative tasks (recommendation letter written by the firm) |

# education

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| 1999bachiller, **instituto santisima virgen niña**2006“practica de derecho administrativo” (administrative law practice), **universidad de buenos aires (uba)**2006“practica profesional de la abogacia” (professional practice of law), **universidad de buenos aires (uba)**2007“procedimientos administrativos y tributarios” (administrative and tax proceedings), **universidad de buenos aires (uba)** |
| 2008lawyer degree, **universidad de buenos aires (uba)**June 2011posgrade degree on labour law, **universidad catolica de buenos aires (uca)** |

# skills

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| * Advanced English * Windows Office (Excel, PowerPoint, Internet Explorer & Outlook) |  |