

Paralegal at Shell

## Podsumowanie

As a Paralegal, I am currently a member of a dynamic general commercial legal team. Leveraging my ongoing studies in law, I actively contribute to various aspects of the legal landscape, including contract drafting, and thorough legal research. My proactive problem-solving approach and commitment to excellence are evident in my work supporting senior legal professionals.

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## Doświadczenie

Shell

2 lata 11 mies.

Paralegal

wrzesień 2023 - Present (1 rok)

Kraków, Woj. Małopolskie, Polska

- Spearheaded the preparation of comprehensive Franchise Disclosure Documents (FDD), ensuring compliance with regulatory requirements.
- Worked closely with attorneys to draft and refine FDD sections, demonstrating attention to detail and adherence to legal standards.
- Managed tight deadlines associated with FDD preparation, ensuring timely submission to regulatory bodies.
- Drafted and reviewed commercial NDAs, safeguarding sensitive business information, and fostering secure collaborations.
- Reviewed and analyzed third-party NDA templates, ensuring alignment with business goals and legal standards.

Legal Online Resources Administrator

październik 2021 - sierpień 2023 (1 rok 11 mies.)

Kraków, Woj. Małopolskie, Polska

- Coordinated and manage the renewal process for legal resources such as Practical Law, Westlaw, and Bloomberg Law.
- Engaged in negotiations with legal resource providers to secure favorable contract terms
- Conducted in-depth legal research using various legal resources to gather relevant case law, statutes, regulations, and legal precedents.

## Główne umiejętności

Multitasking

Stakeholder Management

Negotiation

## Languages

angielski (Full Professional)

bokmål, norweski (Professional Working)

## Certifications

Project Management Principles

Event Management

- Worked closely with legal teams to understand research needs and provide tailored support for specific cases or projects.

### LUCRUM Kancelaria Restrukturyzacyjna

1 rok 3 mies.

#### Paralegal

październik 2020 - wrzesień 2021 (1 rok)

Kraków, Woj. Małopolskie, Polska

- Assisted in managing receivership cases, ensuring compliance with court orders, deadlines, and procedural requirements.
- Prepared and reviewed legal documents, including court filings, asset inventories, and reports, maintaining accuracy and adherence to legal standards.
- Drafted correspondence and maintained records to ensure clear documentation of receivership proceedings.

#### Legal and Administrative Assistant

lipiec 2020 - wrzesień 2020 (3 mies.)

### Kancelaria EULEO M. Burczyńska-Radym, D. Olszewski Radcowie Prawni sp. k.

#### Legal Assistant

kwiecień 2019 - marzec 2020 (1 rok)

Kraków, woj. małopolskie, Polska

- Supported attorneys in trial and court proceedings by preparing exhibits, documents, and other materials.
- Conducted comprehensive research to gather relevant legal information, supporting the development of informed legal strategies.
- Contributed to the maintenance of client relationships through prompt and effective communication.

### Kancelaria Adwokacka Adwokat Jan Znamiec

#### Legal Intern

styczeń 2019 - kwiecień 2019 (4 mies.)

Kraków, Woj. Małopolskie, Polska

- Researched and analyzed legal sources to assist in drafting memos, briefs, motions, and contracts with accuracy and adherence to established standards.
- Provided administrative assistance, including meticulous maintenance of case files and calendars, optimizing operational efficiency.

## Schoolology

### CEO & Founder

listopad 2017 - kwiecień 2019 (1 rok 6 mies.)

Kraków, woj. małopolskie, Polska

- Oversaw the financial health of the company, including budgeting and financial reporting
- Fostered strong and lasting relationships with clients by understanding their unique needs and challenges
- Identified and pursue new business opportunities to expand the client base.

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## Wykształcenie

### Uniwersytet Śląski w Katowicach

Master's degree, Law · (2020 - 2025)

### Uniwersytet Jagielloński w Krakowie

Licencjat (z wyróżnieniem), Intellectual Property Law and New Media · (2017 - 2020)

### VIII Liceum Ogólnokształcące im. Stanisława Wyspiańskiego w Krakowie

Absolwent, Class with extended math, physic and chemistry · (2014 - 2017)

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