

▶ Joelle Abi Azar

Phone: +961 71 709035

E-mail: joelle_abi_azar@outlook.com

Nationality: Lebanese

Date of Birth: 18-12-1991

Address : New Rawda – St. Nicolas

Bldg – 3rd floor

OBJECTIVE

To pursue a career in a reputable institution where I can invest my skills and education in order to attain valuable experience and knowledge.

PROFESSIONAL EXPERIENCE

- **SAYFCO HOLDING**

Legal Consultant / Legal Department

[November 2016 – January 2018]

Responsibilities:

- Preparing all types of agreements (sales, waivers, cancellations, procuration to resale, cancellation and replacement, addendums, reschedules.....);
- Arranging and executing agreements;
- Following up with clients;
- Following up legal issues (warnings, agreements, legal documents...);
- Solving legal issues;
- Filing legal documents for each projects and arranging all customer profiles;
- Participating in meetings related to legal issues and meeting with customers to negotiate with them in order to end their files;
- Providing customers with legal advice related to each case;
- Following up with lawyers to finalize customers cases.

- **ROULA ABDALLAH LAW FIRM - (Attorney)**

Internship

[December 2014 – August 2016]

Responsibilities:

- Conducting legal research and draft memorandum Prepared case briefs;
- Reviewing contracts – Leasing, Partnership and Sales contracts;
- Maintaining case files as instructed by the management;
- Providing legal advisory services;
- Planning, researching, analyzing and reporting legal matters;
- Constructing lawsuits and following up existing ones.
- Preparing and reviewing legal agreements: Real Estate Sale, Rent, Municipality, Partnership, Governmental, and Memorandum of Understanding.

- **ESBER LAW FIRM - (Advocates and Legal Consultants)**

Internship

[July – October 2014]

Responsibilities:

- Conducting legal research and drafting memorandum Prepared case briefs;
- Reviewing contracts – Leasing, Partnership and Sales contracts;
- Maintaining case files as instructed by the management;
- Providing legal advisory services;
- Planning, researching, analyzing and reporting legal matters;
- Constructing lawsuits and following up existing ones.
- Preparing and reviewing legal agreements: Real Estate Sale, Rent, Municipality, Partnership, Governmental, and Memorandum of Understanding.

EDUCATION

2013 - 2014 **Lebanese University – Law School**

Master’s degree in Civil Law

2010 - 2012 **Lebanese University – Law School**

Bachelor’s degree in Law

2009 - 2010 **L.O.F - Jdeideh**

Baccalaureate in Sociology and Economy

LANGUAGES

Fluent in Arabic,

Good in English and French

SKILLS

- Legal Writing;
- Legal Advice;
- Legal Research;
- Corporate Law.

COMPUTER SKILLS

Excellent in Microsoft Word and Excel.

REFERENCES

Available upon request.