

MELISSA ANDRE ISHAK

Rue Beirut Hall, Horch Tabet, Mount Lebanon, Lebanon
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EDUCATION

Sagesse University	Furn el Chebak
<i>Bachelor of Laws</i>	2020
Collège Notre Dame de Nazareth	Ashrafieh
<i>French and Lebanese Baccalaureate – Life Sciences</i>	2016

EXPERIENCE

Association de Justice et Miséricorde (AJEM)	Matn-Roumieh
<i>Legal Intern</i>	December 2019- June 2020

- Supported operational activities such as trainings, workshops and awareness sessions concerning the issues relevant to the detainees needs on civil rights, labor law, health care, and how to access justice services etc.
- Monitored and evaluated the organization's activities by drafting field
- Provided free individual legal counselling for prisoners
- Followed-up on the legal cases and files of prisoners unable to hire a lawyer

Azoury Law Firm (Akram Azoury)	Badaro
<i>Legal Intern</i>	2017 - 2019

- Completed basic administrative work like note taking, copying and data entry
- Wrote various agreements, contracts, documents
- Interviewed clients prior to trial to obtain valid information for cases
- Conducted legal researches and followed up on cases
- Acquired legal drafting techniques and gained knowledge in civil law and arbitration

Audencia	Ashrafieh
<i>Private Tutor</i>	2016 - 2019

- Tutored different subjects to various age groups

Cash and Carry	Furn el Chebak
<i>Sales Executive</i>	2016 – 2019

- Achieved sales objectives through effective planning
- Monitored workers' performances
- Ensured high profits through fostering customer's engagement

LANGUAGES AND COMPUTER SKILLS

- ARABIC (NATIVE)
- FRENCH (BILINGUAL PROFICIENCY)
- ENGLISH (FLUENT IN WRITTEN AND ORAL)

- **GOOD USE OF MICROSOFT PROGRAMS (WORD, EXCEL, POWER POINT...)**

VOLUNTEERING

Equipe Missionnaire de Nazareth

Ashrafieh

Volunteer

2013 - 2018

- Organized activities for necessitous people especially kids by humanitarian values and principles

Leo Select Phoenix

Antelias Sector

Volunteer

2018

- Organized fundraising and humanitarian events
- Developed skills such as resilience, leadership and problem solving

CERTIFICATES AND ACHIEVEMENTS

The Inter-University Program on International Criminal Law and Procedure (IUP-ICLP)

Beirut

Certificate of accomplishment

2019 - 2020

- Sharpened my knowledge in International Criminal Law and procedure and learned about the Special Tribunal for Lebanon

***References available upon request**