




PERSONAL INFORMATION

Rima Nassar (1989)

 Maad, Byblos
 +96170237420
 nassarrima.rm@gmail.com

PERSONAL STATEMENT

Attorney at Law/ Doctoral Admission

EDUCATION AND TRAINING

5 May 2017–18 May 2017

Attestation de participation au "Séminaire" Migrants, déplacés, et réfugiés"" labelisée AUF-UNESCO et co-signée avec l'UL

Bureau Moyen-Orient de l'agence universitaire de la Francophonie/Bureau Regional pour l'Education dans les pays arabes, UNESCO-Beyrouth/Université Libanaise, Beyrouth (Lebanon)

16 Feb 2017–23 Mar 2017

Statement of participation in the " Preparatory course for Lawyers who wish to plead before the ecclesiastical court

Beirut Bar Association (BBA)- Maronite Spiritual court, Beyrouth (Lebanon)

2011–2013

Master 2 (Civil Law)

Holy Spirit University, Kaslik (Lebanon)

2011–2013

DU University of Montpellier

2007–2011

Master 1 (Law)

Lebanese University (Faculty of Law and Political and Administrative Sciences), Jal El Dib (Lebanon)

2009–2010

Translation (two years)

Lebanese University (Faculty of Letters and Human Sciences), New Rawda (Lebanon)

2005–2007

Baccalaureate in Economical Science

Rosary Sisters' School, Byblos (Lebanon)

4 Sep 2015–10 Aug 2016

First Aid and Emergency Services

Lebanese Red Cross, Byblos (Lebanon)

WORK EXPERIENCE

2018–Present

Attorney at Law (Member of the Beirut Bar association since 2015)

El Aref International Law Office, Beyrouth (Lebanon)

1- Civil:

- Drawing up and reviewing all sorts of contracts: Real estate sale and purchase agreement, lease, wills, trusts.
- Handling all sorts of litigations: divorce, child custody, contracts, mortgages, titles, leases and damage suits...
- Negotiating (not all cases will end up in court).

- Explaining the law, and giving general legal advice.
 - Settling disputes and supervising any agreements. Attending court hearings (and doing the preparation beforehand).
- 2- Commercial/Corporate:
- Establishing all sorts of companies (Offshore, SA...) locally or abroad, elaborating its statutes, examining national, international and local laws in order to comply with government law.
 - Developing company policy and position on legal issues.
 - Researching, anticipating and guarding company against legal risks
 - Reviewing, drafting and negotiating major account agreements, consulting agreements, special licensing, non-disclosure agreements, establishing non-compete clauses, MOU, a joint venture...
 - Drafting client agreement, reviewing business transactions or negotiate a trade, employment, and other agreements.
 - Changing a business's organizational structure.
 - Driving contract lifecycle from drafting through completion of the negotiation process, and/or contract execution. Managing contract change control process and related correspondence requiring legal input.
 - Drafting, managing, distributing, responding to, or analyzes RFIs, RFPs, RFQs or customer terms & conditions as needed (in coordination with the in-house lawyer).
 - Consulting and handling all corporate legal processes (in coordination with the in-house lawyer) (e.g. intellectual property, mergers & acquisitions, financial/securities offerings, compliance issues, transactions, agreements, lawsuits, patents).
 - Representing the company in legal proceedings (administrative boards, courts etc.).
 - Negotiating deals and attending company meetings.
- 3- Criminal:
- Dealing with all sorts of cases: murder, robbery, rape, assault, fraud, and forgery
 - Investigating the case and interviewing witnesses.
 - Researching case law, statutes, crimes codes, and procedural law.
 - Building a defense and develop a case strategy.
 - Negotiating with the prosecution to plea bargain to lesser charges
 - Accruing additional evidence in support of their case or for arguments against the prosecution's charges.
 - Drafting pleadings, filing and arguing motions such as motions to dismiss and motions to suppress.

2015–31 Aug 2018

Attorney at Law

Alwan Abi Assal Law Office

15 Sep 2016–20 Dec 2016

Business Law instructor

Arts, Sciences and Technology university (AUL), Kaslik (Lebanon)

Teaching the basics of Business Law at business department.

2 Sep 2013–4 Jan 2015

Legal Coordinator

Computer Information Systems (CIS), Beyrouth (Lebanon)

- 1- Coordinating the drafting of all the legal documents within the company.
- 2- Ensuring the proper follow up before the courts, ministries and public institutions in order to obtain clearances and certificates on time.
- 3- Drafting of various pleadings for attorney review.
- 4- Assisting the operations team on various legal issues including but not limited to replying to general correspondence.
- 5- Assisting with responding to a regulatory request.
- 6- Coordinating with the attorney for the establishment of new companies abroad, elaborating its statutes, understanding the governing Law and preparing all its legal documents.

1 Mar 2015–16 Jun 2015

Business Law instructor

Institute of Management and Services (IMS), Byblos (Lebanon)

1 Jun 2013–30 Aug 2013

English teacher

Terre Des Hommes and UNHCR, Byblos (Lebanon)

Teaching English for Syrian refugees.

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
French	C2	C2	C2	C2	C2
English	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills

- Able to convey information to people clearly and simply, in a way that means things are understood and get done.
- Able to read the audience, learn new things, make requests and ask questions.
- Able to adapt myself to new different situations, read the behavior of other people, compromise and negotiate to reach an agreement, avoid and resolve the conflict.
- Emphatic and a good listener.

Organisational / managerial skills

- Able to conduct legal research to finding the answer to any legal question even when it is related to foreign Law.
- Able to prioritize projects.
- Good time management and ability to meet deadlines.
- Effective team player with exceptional interpersonal skills, initiative taker.
- Admire the volunteer work, a past volunteer in the Lebanese Red Cross emergency sector.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Proficient user

Digital skills - Self-assessment grid

Very good command in Microsoft window, Microsoft office, Internet explorer, Google chrome