

NADINE FAYAD

PERSONAL INFORMATION

Marital status: **Single**
Nationality: **Lebanese**
Place of birth: **Beirut - Lebanon**
Date of birth: **15 March 1987**

OBJECTIVE

Willing to find a challenging and motivating job to be committed to.

EDUCATION

2015: Attorney at the court of appeal (passed the exam).

2005-2009: Lebanese University, Lebanon

2009: BA degree in law (June 2009).

1990-2005: Saint Elie Btina College, Lebanon

2005: Lebanese Bacallaureate (Economy Field).

MEMBERSHIP

2010: Member of the Beirut Bar Association (Bar number: 11886).

WORK EXPERIENCE

April 2016 – Present: Legal Consultant at AL-MAWARID Bank, Head office, Beirut, Lebanon

- Preparing Loan agreements (subsidized loans under BDL, housing loans, term loans, addendum to loan agreements)
- Preparing warnings
- Providing legal advices to all AL-MAWARID Bank SAL branches and departments
- Preparing real estate mortgage agreements, pledge of shares, pledge of cars, assignment of proceeds (and all other kind of securities).
- Providing corporate advices for corporations as to opening accounts and borrowing money.

July 2011 – Present: Lawyer at Sanaa Alameddine Law Firm, Beirut, Lebanon

- Represent clients in court
- Present evidence to defend clients or prosecute defendants in criminal or civil litigation
- Select jurors, argue motions, meet with judges and question witnesses during the course of a trial.
- Study Constitution, statutes, decisions, regulations, and ordinances of quasi-judicial bodies to determine ramifications for cases.
- Interpret laws, rulings and regulations for individuals and businesses.
- Present and summarize cases to judges and juries.
- Prepare legal briefs and opinions, and file appeals in state and federal courts of appeal.
- Analyze the probable outcomes of cases, using knowledge of legal precedents.
- Examine legal data to determine advisability of defending or prosecuting lawsuit.
- Evaluate findings and develop strategies and arguments in preparation for presentation of cases.
- Advise clients concerning business transactions, claim liability, advisability of prosecuting or defending lawsuits, or legal rights and obligations.
- Gather evidence to formulate defense or to initiate legal actions, by such means as interviewing clients and witnesses to ascertain the facts of a case.
- Negotiate settlements of civil disputes.

- Prepare and draft legal documents, such as wills, deeds, patent applications, mortgages, leases, and contracts.
- Confer with colleagues with specialties in appropriate areas of legal issue to establish and verify bases for legal proceedings.
- Supervise legal assistants.
- Search for and examine public and other legal records to write opinions or establish ownership.
- Work in environmental law and represent public interest groups.

October 2009 – June 2011: Lawyer at Malek El Sayed Law Firm, Beirut, Lebanon

- Represent clients in court.
- Present evidence to defend clients or prosecute defendants in criminal or civil litigation.
- Provide advices to the head of the legal service of a particular company.
- Give legal support to the company during company policies, contracts, employment...
- Read and review all the legal documents of a particular company and make sure they are properly prepared, validated and drafted.

July 2009 - October 2009: Administrative assistant at Elie Francise Law Firm, Beirut, Lebanon

- Maintain trusting relationships with lawyers, clients and colleagues.
- Handling the administrative work of the law firm.

SEMINARS & TRAININGS

- The New You motivational workshop.
- Effective Communication Skills.
- Shine with Elegance & Confidence Workshop.

INTERPERSONAL SKILLS

Self driven, Dynamic, Sense of responsibilities, Team spirit, Questioning mind, Risk consciousness, Fast Learner, Creative individual with a mindset for problem solving.

COMPUTER SKILLS

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Web Expert.

LANGUAGES

Arabic, French, English: Spoken, Read & Written fluently.

INTERESTS

Internet, Music, Reading.