

Curriculum Vitae



Jad Tabaja

Registered at the Beirut Bar Association.

LLM in International Business Law.

Bachelor in Law.

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Apprentice Lawyer registered at the Beirut Bar Association - Law Graduate from the Lebanese University (Faculty of Law) – LLM Graduate from City, University of London (City Law School) - Project Officer for regional NGO - Acquired work experience as an associate - Team work aptitude with strong communication skills.

EDUCATIONAL BACKGROUND

City, University of London

LLM International Business Law

Sept 2018

Lebanese University – Faculty of Law

Master 1

June 2016

Lebanese University – Faculty of Law

Bachelor Degree in Law

First Round Graduate

Feb 2016

Lebanon Evangelical School (LES) / Lebanon

Baccalaureate (II) – Sociology & Economics

June 2012

WORK EXPERIENCE

- **Apprenticeship at Beirut Bar Association** **November 2017 – Present**

- **Jaber Law Firm** **June 2017 - Present**
Junior Associate

- Drafting and revising different types of legal contracts.
- Drafting law-suits and legal warnings.
- Delegated by the firm to conduct a mission to Dubai to support a client in the field of legal research.
- Legal consultancy as regards to corporate and international commercial law.
- Legal consultancy as regards to intellectual property.
- Apply for registration of Lebanese commercial companies and corporations.
- Apply for registration of the products and trademarks of the organization.
- Ensure that all activities carried out of on behalf of the Company integrate with legal standards.
- Conduct extensive legal research related to different legal fields.

Location: Beirut, Lebanon

- **Development Association for Nurturing Arab Leadership & Innovation Jan 2013- Present**
Project Officer / Coordinator

This position involves supporting the Project Management team, and communicating with other NGOs, Associations and Organizations on the regional levels.

- Acting as a Note-taker and reporter for The Committee of Remittances and Development / UN (ESCWA)
- Participating in ESCWA's projects on remittances and development as a part of DANALI team
- Assisting in conducting projects for Syrian and Palestinian refugees.
- Managing charity projects.
- Delegated by the firm to conduct a mission to Dubai to organize an event.

Location: Beirut, Lebanon

- **ZBEEB Law & Associates**

Trainee - 2012 till September 2014 / Legal Researcher (Part Time) - September 2014 till May 2016
Legal Researcher (Full time) – June 2016 till June 2017.

- Conduct extensive legal research.
- Interact with other lawyers within the corporation and cooperate with other internal I counsels.
- Delegated by the firm to conduct a mission to Dubai to support a client in the field of legal research.
- Assist in the preparation various legal documents.
- Apply for registration of Lebanese commercial companies and corporations.
- Drafting contracts.
- Drafting Law-suits and legal warnings.
- Apply Law-suits in courts.
- Apply for registration of the products and trademarks of the organization.
- Provide legal support in relation to the entering into contractual relationship.
- Ensure that all activities carried out of on behalf of the Company integrate with legal standards.
- Provide support in conducting comparative legal analyses on a range of issues and propose appropriate solutions.
- Help in drafting projects proposals of construction nature.

Location: Beirut, Lebanon

- **Tutoring in Business Law for University Students.** **January 2018 – Present**

- **Lebanese Ministry of Social Affairs** **August 2017 – December 2017**
Providing legal English courses.

- **Social Movement Organization (Mouvement Social)** **September 2016 – June 2017**
Teaching English Language for Lebanese youth and Syrian refugees who quitted school.
Location: Beirut, Lebanon

- **Lebanese Ministry of Social Affairs**
Tutoring in English Language for Syrian refugees who were not able to enroll at schools.
Location: Beirut, Lebanon

- **Attieh Notary Public Bureau** **Summer 2012**
Assistant
 - Assist the operational team at the Notary Public Bureau.
 - Follow up with the authorities and ministries for attestation, authentication and certification of documents.**Location:** Beirut, Lebanon

- **Private Tutor in English, Mathematics and Physics Courses** **2013 / 2014**
Provided private lessons and tutoring in English and Math and physics subjects for (SABIS Int'l School, LPS).

ADDITIONAL INFORMATION

- **Affiliations:**
- Member of the Development Association for National Arab Leadership & Innovation –DANALI**
- **Participation in Events:**
 - Arbitration and Judicial Supervision – Beirut Bar Association / Beirut 2018
 - The Annual Arab Banking Conference – Union of Arab Bank / Beirut 2016
 - Governance, Risk and Compliance Summit – Central Bank of Lebanon / Beirut 2014
 - Iraqi Lebanese Banking Conference – Supporting the Iraqi Banking Sector / Beirut 2014
 - Financial Inclusion for Youth Workshops – Higher Council of Childhood / Beirut 2014
 - Interpol Red Notices – The legal controversy – Beirut Bar Association / Beirut 2013
 - Protection/Prevention of Drugs Conference – Ministry of Social Affairs / Beirut 2013
 - “Tolerance for Others” Workshop – Ministry of Social Affairs / 2013
 - “Active Citizenship Workshop” – Ministry of Social Affairs 2013
 - “Volunteering Camps” 2011 - 2012 – 2013
 - Arab Digital Expression Camp / Egypt 2008

- **Professional Certified Trainings Acquired:**

- Coach of the Lebanese University – Faculty of Law team at the Middle East Rounds of the Oxford Monroe E. Price Media Law Moot Court / Cairo 2019
- The Preparation of the International Arbitrator to Settle the Disputes Arising from Commercial Contracts – Arab Lawyers Union and Beirut Bar Association / Beirut 2019
- Effectiveness of the Role of International Tribunals in Upholding Human Rights: Realities and Perspectives – International Association of Lawyers / Beirut 2018
- Judge at the International Rounds of the Oxford Moot Court Competition – University of Oxford / UK 2018
- Judge at the Middle East Rounds of the Oxford Moot Court Competition – Beirut 2018
- Introductory Oil and Gas Training – Beirut Bar Association / Beirut 2016
- Social and Financial Education for Youth – Higher Council of Childhood / Beirut 2015
- Training on Leadership – Development Association for Nurturing Arab Leadership and Innovation / 2015
- Drafting of Legal Reports – Zbeeb Law & Associates / 2015
- Legal Research Mechanisms – Zbeeb Law & Associates / 2014
- Participation Annual Camp – Arab Digital Expression Foundation / Egypt 2008

- **Languages:**

- Arabic: Written (Very Good) / Spoken (Very Good).
- English: Written (Very Good) / Spoken (Very Good).
- French: Basic

- **Skills:**

- Microsoft: MS Word, MS Excel, MS Power Point.

- **Interests:**

All Types of Sports: Football, basketball, tennis and ski.

Traveling

- **References:**

All contact details are available upon request.