



CRISTINA.NOVOA04@GMAIL.COM



855.70.928.490

### QUALITIES

Organized, conscientious,  
motivated and honest

### COMPETENCES

Word, Excel, PowerPoint  
GenApi, AUTHEN.TIC et Secib  
(lawyers office websites)  
Anglais complete competence  
Espagnol intermediary level

## PROFESSIONAL EXPERIENCES

### TRAINEE / EXEME LAW OFFICE

31/01/17 – 31/04/17

Work experience based on private law  
Writing of conclusions projects, judicial research

### TRAINEE / FIGEROU NOTARY'S OFFICE

01/04/16 – 31/07/16

Work experience based on family law and international private law.  
Drafting correspondence and writing authenticated documents.

## EDUCATION

### ADMINISTRATION ECONOMICS AND SOCIAL BACHELOR'S DEGREE

University of Bordeaux  
Mains courses : private law, economics and management

### LITERATURE BACCALAUREATE

Max Linder high school

## PERSONAL ACHIEVEMENTS

Amateur photographer (wedding)  
Au pair experiences in Spain, Ireland and Australia during summers  
Personnal teacher for student who is struggling