

# CARLA CAROLINE MARQUES MAZZA

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## SUMMARY

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A highly motivated individual with 6 years' experience in the Brazilian Legal services sector. Currently completing an LLM in International Commercial Law and pursuing a traineeship offer to qualify as a Solicitor in Ireland.

An excellent Team player with well-developed interpersonal and communication skills. Well organized with strong attention to detail and a passion for problem solving.

Fully eligible to work for any employer without restriction – no Visa sponsorship needed.

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## EDUCATION

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### LLM in International Commercial Law

09/2019 - Present

#### University of Limerick

Limerick - Ireland

- Cumulated QCA: 3,67 out of 4 – 1<sup>st</sup> Class Honours degree expected
- Studied modules such as Law of Credit and Security, Counter Terrorism Law & International Business, International Business Transactions, Law of International Business Associations, Law of International Trade Organizations, International Labour Law, and International Protection of Intellectual Property Rights
- Dissertation Topic: The challenges arising from Cryptocurrencies: Implications for Anti-Money Laundering

### Bachelor's Degree in Law

02/2016

#### Rio de Janeiro State University

Rio de Janeiro/RJ - Brazil

- GPA: 8.97 out of 10 – equivalent to 1<sup>st</sup> Class Honours
- Studied more than 50 disciplines, including 4 modules of Financial Law and Commercial Law

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## EXPERIENCE

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### Summer Intern

06/2020 to 07/2020

#### DLA Piper

Dublin - Ireland

- One-week virtual Summer Internship
- Engaged in group activities and individual assessments

### Lawyer - Litigation

08/2018 to 12/2018

#### Leitão & Toledo Sociedade de Advogados

Rio de Janeiro/RJ - Brazil

- Conducted legal research for case litigation, mainly in Consumers' and Employment Law
- Executed tasks that demanded excellent written communication skills, such as preparation of court documents, legal complaints, grievances, summons, answers and appeals
- Managed communication with courts and clients regarding status of petitions

### Legal Resident - Litigation

03/2018 to 03/2019

#### Rio de Janeiro Municipal Attorney General's Off.

Rio de Janeiro/RJ - Brazil

- Due to previous performance as an intern showing integrity and commitment, was designated to work with the attorneys at the special posts of the Labour/Employment Law Division, which are responsible for the high valued and complex cases
- Elaborated drafts of defences and appeals for the judicial and extrajudicial defence of the Municipality of Rio de Janeiro in matters of Employment Law in a fast-paced environment with a high volume of procedures
- Controlled Deadline Control Spreadsheets of the Labour/Employment Law Division, checking the status of a large amount of procedures with high attention to detail and determining the appropriate next steps to be taken by other Residents and Interns
- Dealt with multiple workloads allocated by different supervisors, requiring a high level of accuracy and excellent time management

### **Assessor – Advisory/Consulting**

**03/2016 to 05/2018**

#### **Rio de Janeiro Public Defender's Office**

**Rio de Janeiro/RJ - Brazil**

- Worked at the Legal Counsel of the Public Defender Chief as the assessor of the Legal Advisor
- Researched and drafted legal opinions demanded in all contracts and hiring/acquisition procedures
- Reviewed various types of contracts and its documentations to check compliance and assure that procedures were correct and free from errors according to the established standards, and escalated perceived risks
- Addressed execution issues in public hiring/acquisition procedures and contracts, which demanded creative problem-solving skills and risk management
- Provided support across a wide range of legal matters and subjects to all departments of the Public Defender's Office and responded to their queries

### **Law Intern – Advisory/Consulting**

**06/2015 to 02/2016**

#### **Rio de Janeiro State Attorney General's Office**

**Rio de Janeiro/RJ - Brazil**

- Designated to work at the Legal Counsel of the Rio de Janeiro Public Defender's Office
- Conducted legal research on Public Administrative Law and drafted legal opinions demanded in all contracts and acquisition procedures
- Hired as an Assessor at the end of the Internship

### **Law Intern - Litigation**

**11/2013 to 09/2014**

#### **Rio de Janeiro Municipal Attorney General's Office**

**Rio de Janeiro/RJ - Brazil**

- Elaborated drafts of pleadings and procedures of the Labour/Employment Law Division
- Worked with a team of 16 interns in an alternation scheme to submit new grievance and appeals and check status of petitions on court

### **Law Intern - Judicial**

**05/2013 to 11/2013**

#### **Rio de Janeiro State Court of Justice**

**Rio de Janeiro/RJ - Brazil**

- Analysed every new procedure submitted to that court to verify if they met the legal requirements
- Prepared briefs and drafted procedural orders and verdicts
- Attended lawyers to give them status of their petitions

### **IDIOMS**

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- Fluent English – IELTS 8
- Native Brazilian Portuguese Speaker

### **SKILLS**

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- Legal Research and Legal Writing
- IT skills/MS Office

### **ACHIEVEMENTS**

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- Passed the Brazilian bar exam at first time and before concluding bachelor's degree when the success rate was below 25%
- Studied in one of the most prestigious Law Schools in Brazil, with a highly competitive entrance exam
- Was awarded the Faculty of Arts, Humanities and Social Sciences Postgraduate Scholarship at the University of Limerick (Partial Sponsorship)
- Received the UL President's Letter for outstanding academic performance for the Spring Semester 19/20
- Developed English fluency in a 16-week exchange in the US

### **HOBBIES AND INTERESTS**

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- Volunteered as a Meet and Greet host at the UL Chaplaincy (Teach Fáilte)
- Member of UL's Law Society

### **REFERENCES**

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- Available on request