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Desislava Valkanova

**Education**

2011 – 2015 **University College Dublin (UCD), Co. Dublin**

* Bachelor of Civil Law (BCL) (International) – Awarded GPA: 2:1

2013 – 2014 **University of California, Davis (UC Davis), United States**

* Bachelor of Civil Law (BCL) (International)

2006– 2011 **St. Caimin’s Community School, Co. Clare**

* Leaving Certificate – 495 points

**Legal Work Experience**

June 2015 – **ORIX Aviation Systems Limited** Dublin, Ireland

Present *Intern at Legal and Contracts Department*

* Involved with the administration and implementation of office procedures
* Accountable for specific projects and tasks regarding aviation finance and leasing transactions and due diligence preliminaries
* Liaising with staff in other departments
* Coordinating with other contacts to obtain and exchange information and documentation relating to legal matters
* Organizing and storing paperwork, documents and computer-based information
* Compiling, analyzing and preparing written reports
* Responsible for proof-reading, editing, and re-drafting contracts
* Preparing lease review reports and researching aspects of commercial law
* Attending meetings, taking minutes and circulating memorandums among the Legal and Contracts Department.

May 2014 **Murray Tech Law** California, United States

 *Legal Intern*

* Completed a project in relation to comparing equity crowdfunding possibilities between the United States and Ireland
* Researched legal provisions and regulations concerning the topic
* Analyzed the criticism, support, safeguards and practical implications needed for successful implementation of equity crowdfunding models
* Drafted report suitable for advising a potential client
* Presented my project to the legal team and evaluated my findings
* Attended firm meetings and received learning seminars on intellectual property cases
* Examined the attorney-client dynamics at consultations and observed the professionals’ day-to-day affairs

**Work Experience**

August 2014 – **University College Dublin** Dublin, Ireland

April 2015 *Global Guide at the International Office*

* Operated as a first point of contact for students from over 127 different countries
* Assisted and advised the international students on inquiries regarding campus facilities, and module registration
* Performed administrative duties and managed the day-to-day activities within the Global Lounge
* Organized equipment and room facilities for events booked by university societies, along with career workshops and seminars
* Ensured and enhanced a positive contribution during international-themed activities

June 2012 – **ATC Language and Travel**  Dublin, Ireland

July 2014 *Activity Leader*

* Researched and prepared extra-curricular activities for the students
* Exercised a proficient knowledge of direction, history and tradition of Ireland
* Maintained discipline and showed accountability and interaction with students during activities
* Led groups and effectively communicated with group leaders regarding their inquiries
* Ensured customer satisfaction and teamwork throughout the busy summer student centre, which resulted in dealing with many different types of people successfully

March 2010 **Shannon Aerospace Ltd.** Clare, Ireland

 *Marketing Administrator*

* Attended conference calls
* Prepared, distributed and archived company documents
* Liaised with International Customer Representatives on a daily basis
* Maintained regular Customer Representative Office checks
* Organized an evening venue for the Customer Representatives

**Skills**

* **Languages:** Fluent in English and Bulgarian. Proficient in German and Irish.
* **Interpersonal and Communication:** Past experiences with the Global Lounge, ATC Language and Travel, and Shannon Aerospace have improved and emphasized the importance of customer service in the workplace.
* **Teamwork:** Participation in negotiation competition at University of California, Davis and being a team-player at ORIX Aviation Systems Limited, resulting in the successful functioning of a busy office vital to providing a friendly and efficient service for customers.
* **Organization:** Ensuring the accurate completion of individual tasks assigned by ORIX’s Legal Department prior to the execution of various aircraft transactions.
* **Time-Management:** Essential for ensuring that I combined part-time work at the Global Lounge with my studies and social commitments in an effective manner.
* **Computer:** Competent in the use of word processing, spreadsheet and database packages in office and academic environment.

**Achievements**

* **Additional Academic Achievements Award:** Dean of the UCD Sutherland School of Law congratulating me for exceeding the minimum amount of credits required to pass the study abroad year.
* **Business Law Journal:** Received the “Editor Excellence Award” for my contributions, as editor of the Volume 14, 2013 UC Davis Business Law Journal.
* **Certificate in Work-Related Learning:** Providing the UCD Career Development Centre with a “Reflective Account” after partaking in the Corporate and Commercial Law study visit to London.
* **Gaisce:** Won the Bronze Award for Gaisce, The President’s Award, which supports personal development of young people.

**Interests**

* **International Exchange Programme:** Acted as an Ambassador for University College Dublin by attending the King Hall School of Law at University of California, Davis and partaking in the study abroad programme for stage three.
* **Negotiations Competition:** Participated in the 7th Annual Intra-school Negotiations Competition organized by the King Hall Negotiations Team.
* **Student Legal Services:** Contributed to the 1st ever civic guide, which explained the Irish Constitution in clear and simple language.
* **Volunteer Work:** Committee member regarding the annual Law and Business & Law Day by involvement in money collection for Temple Street Children’s Hospital.
* **Debating:** Participated in the UCD Literary & Historical Society, Maidens’ Mace Debating Competition.
* **Hobbies:** actively enjoying going on hikes, travelling and playing football.