**Tetiana Sakal**

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**PROFESSIONAL PROFILE**

A high achieving, diligent and ambitious postgraduate holding two Masters Degrees along with three years’ experience within a reputable law firm. Acquired sound knowledge of legal research, contract law and the company registration process. Confident collaborating with a diverse range of stakeholders, working well within team, and independently to meet organisational objectives. An active listener who provides high quality service, communicating information in a clear, concise manner.

* Awarded a Scholarship for MSc Program in Law;
* Registered a number of Limited Liability Companies; finalised a cooperation agreement with international law firms;

**OBJECTIVE**

Now seeking for a challenging and rewarding Law opportunity, where current knowledge and expertise acquired from previous experience and Master Studies can be transferred across and utilised for the benefit of your organisation.

**SKILLS MATRIX**

Contractual Law | Company Registration | Commercial Legislation | Contract Negotiation | Case Management | Legal Advice |

Customer Service | Document Control | Writing Proposals | Court Procedure | Legal Admin | Regulatory Compliance |

Meticulous | Communication & Collaboration | Time Management | Quick Learner | Critical Thinker | Sound Judgement |

**RELEVANT EXPERIENCE**

**Position** LawyerAssistant

**Company** Alekseev, Boyarchukov and Partners (2014 - 2017)

Achievements:

* Carried out the registration process for a significant amount of LLC and individual entrepreneurs.
* Offered legal advice on law of organisations and contracts with program beneficiaries and general public.
* Negotiated contracts on behalf of clients’, reaching agreements between all parties within the transaction for mutual benefit.
* Ensured consistency of contract terms with company policies and legislation; expediting and reviewing contracts from company’s suppliers, customers and parties.

**ADDITIONAL EXPERIENCE**

**Position** Teaching English as a Foreign Language

**Company** Freelancer (December 2018 - Present)

Achievements & Responsibilities:

* Further developing communication and interpersonal skills by assisting private clients with overcoming the Ukrainian – English language barrier.
* Facilitating English language learning through written and spoken conversations online encouraging natural conversation via Skype, and in person.
* Showing problem solving capabilities by creating programs of study which are relevant to the client’s communication level and needs.
* Utilising IT skills to plan and deliver tutoring sessions, as well as using email and social media to correspond with clients.
* Proofreading and editing written text, thereafter providing constructive feedback to assist with client’s development.

**Position** Intern

**Company** Ministry of Ecology and Natural Resources (January - February 2019)

Achievements:

* Completed a six-week internship within a Ukrainian Governmental Agency, developing a strong understanding of organisational aims and objectives.
* Researched and structured new proposals for the consideration by the Cabinet of Ministers regarding ecological improvements in all regions of Ukraine.
* Completed a wealth of administrative task such as registering letters of proposals and complaints to the online system.

**Position** Customer Assistant

**Company** McDonalds, Dublin Airport (June - August 2018)

Achievements:

* Fulfilled a rewarding summer placement within a global brand; thriving in a pressurised, high volume environment.
* Communicated effectively with customers and staff of various nationalities, which added to the collaborative work culture and customer service excellence.
* Delivered a high standard of service, showing the ability to solve different issues, and working to the company ethos of maximising customer satisfaction.

**EDUCATION**

Sep 2016 – Jun 2019: Taras Shevchenko National University of Kyiv - Institute of International Relations

* Master in Law

Sep 2017 – Aug 2018: Dublin City University

* Master in Law
* Key Subjects: Commercial law, Medical law and Bioethics, European and International Human Rights law.

Jan 2017 – May 2018: Dublin City University

* Pre-Master’s program; one semester

Sep 2012 – Jun 2016: Taras Shevchenko National University of Kyiv - Institute of International Relations

* Bachelor Degree in International Law
* Awarded Scholarship for Masters study

**QUALIFICATIONS**

Present: Udemy Online Course

* Microsoft Excel (from the Beginner to Advanced)

2018: TEFL

* Teaching English as a Foreign Language

**PERSONAL ACHIEVEMENTS**

* Co-author of the article on “Anti-corruption regulation in Ukraine” in the magazine “Getting the Deal Through. Anti-Corruption Regulation 2016” (Homer E Moyer Jr; Miller and Chevalier Chartered).
* Showed initiative to participate in half marathons on behalf of a reputable law firm for two consecutive years.

**ADDITIONAL INFORMATION**

* Languages: Ukrainian (Native), Russian (Native), English (Advanced), French (Intermediate), Spanish (Beginner)
* IT Skills: Proficient in all Microsoft Office Applications, specifically Word, Excel, PowerPoint and Outlook
* Interests & Hobbies: Enjoy oil paintings, dancing classes, and currently caving being an Ordinary member of the Caving Club Committee.

**REFERENCES AVAILABLE ON REQUEST**