

MARIA CAMILA BERNAL

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Summary

Law undergrad from Universidad Libre- Barranquilla. Interested in the alternative dispute resolution, leading me to choose it as emphasis in my career. I am a woman who looks forward to achieving her dreams through discipline and commitment, summed up to a great capacity of interaction with people. Flexible hard worker ready to learn and contribute to team success.

Skills

- Knowledge of Legal Terminology
- Excellent Communication Skills
- Writing and drafting
- Attention to detail
- Teamwork
- Time management

Experience

Alcaldia de Baranoa
Atlantico | Colombia
Legal Assistant
2022 - 2023

- Functions consisted of searching and classifying case law and doctrine, projecting court orders on writs for the protection of constitutional rights and ordinary processes, as well as substantiating orders issued by the office, performing of general and assistance tasks of the position, collaborating in the processing of the processes carried out in these offices and others that were assigned in timely manner.
- Prepared and issued summons, complaints, warrants and other documents necessary for daily courtroom operations.
- Supported daily courtroom document preparation, filing of referral forms and court notices, check-in and check-out and bailiff duties.
- Attended required meetings and conferences as well as training sessions to develop and maintain understanding of current conventions and laws.
- Assembled paperwork and relevant files and briefs for use by judge at hearings and trials, using discretion to indicate key information relevant to judgment and prosecution decisions.
- Updated and maintained court calendar, responded to inquiries about court procedures and resolved scheduling conflicts with attorneys.

Junior Attorney - Paralegal
Hibrid Position | Barranquilla, Colombia
2022 - 2023

- Drafting and proofreading correspondence and legal documents.
- Resolved scheduling conflicts with attorneys.
- Assisted conferences with attorneys to settle cases.
- Day to day administrative support for the attorneys.
- Maintaining calendar and scheduling client meetings and depositions.
- Prepared and issued summons, complaints, warrants and other documents necessary for daily courtroom operations.
- Attended required meetings and conferences as well as training sessions to develop and maintain an understanding of current conventions and laws

Chief Sales Officer - Dermaster S.A.S
Barranquilla Atlantico | Colombia
2019 - 2022

- Customer service, general sales of company products, constant monitoring of patients and administrative assistant.
- Identified and maximized sales opportunities, and increased customer retention rates.
- Reported all necessary information to the Chief Operating Officer and worked closely with them to achieve and maintain goals.
- Consistently surpassed sales quotas by implementing effective sales strategies and equipping providers with powerful product knowledge.

International Sales Agent
Barranquilla, Colombia
2017 - 2019

- In charge of energy sales for the United States
- Remained flexible, adaptatable, and focused on growth.
- Brought forth the ability to multitask and prioritize.
- Focused on being punctual, hardworking, and reliable.

Education and Training

Universidad Libre | Barranquilla
J.D. in Law

- Minor in criminal

Languages

Spanish:



- Fluent in Spanish
- Fluent in English

Native/ Bilingual

English:



Full Professional