**Olena Zubkova**

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**Profile**

I am looking for an unpaid internship position as an office assistant, or documentation clerk with a company where I can apply and further develop my acquired skills. My free “stage en milieu de travail” is for 4 weeks at your convenience

**Skills**

* Keen and enthusiastic person with excellent communication skills
* Good problem-solving capabilities, meticulous and detailed approach
* Excellent team working skills with a flexible and helpful attitude
* Working well under pressure and deadlines in a fast-paced environment where there are numerous priorities
* English ( IELTS), French , Ukrainian, Russian
* Software: Word, Excel, Power Point, Sage 50-beginner, Outlook

**Academic qualifications**

**2018-2019 University Concordia Continuing Education, Montréal**

French course

**2016-2019 Business Management DEC**LaSalle College, Montreal

**2002-2003 Master Degree of Law**Ukrainian National Academy of Law, Odessa (Ukraine)

**1998-2002 Bachelor Diploma of Criminal Law**  
Ukrainian National Academy of Law, Odessa (Ukraine)

**Career history**

**2005-2014**  **Lawyer**   
Flash, Odessa (Ukraine)

* Provide and develop a highly professional legal service
* Responsible for reviewing legal documents prepared by counter parties
* Draft precedent and bespoke contracts, key policy documents, legal letters & other supporting documents
* Review, negotiating and advise on various commercial agreements, contracts & litigation matters
* Interpret laws, rulings and regulations for individuals and businesses.
* Present and summarize cases to judges and juries.
* Presenting client's interest in different government structures

**2004-2005 Lawyer 2 category**

Mykolaiv Sea Commercial Port, Ukraine

* Advise and represent Port in courts
* Communicate with their clients and partners
* Conduct research and analysis of legal problems
* Interpret laws, rulings, and regulations for Port’s activities
* Participating in several labor disputes in the court
* Present facts in writing and verbally to its employees or partners and argue on its behalf
* Prepare and file legal documents, such as lawsuits, appeals, wills, contracts, and deeds

**2003 -2004 Postgraduate Legal Internship**

Odessa Regional Economic Court

* Administrative Duties
* Courtroom Assisting
* Archiving and distribution the documents according to their categories
* Introduction to the work and tasks of the judges in the economic court

**2002-2003** **Insurance agent**Yupiter, Odessa and Kiev (Ukraine)

* Develop positive working relationships with clients
* Approach clients via cold calling and direct mail to inquire about their insurance situations and future needs
* Deliver policy proceeds after a claim is filed and approved
* Communicate with Insurance Adjusters about the life cycle of each claim
* Explain the differences in policy specifics so clients can make informed decisions about their purchases
* Assist with obtaining underwriting approval
* Respond to clients’ questions and complaints
* Follow up with clients after initial meetings or conversations

**2001 May to June Intern**

Prosecutor's office of Zhovtnevy district, Ukraine

* Introduction to work and procedures
* Monitoring and analysis of the work of employees in the prosecution authorities
* Familiarization with the practice of applying legislation in the activities of the prosecution authorities
* Compile and presenting an internship report at the end of internship’s term

**1991 -2002 Chorus Soloist Le chœur d'enfants Ukrainiens d'Odessa**

**11-year Contract with *Gérard Sedru Music* http://www.sedrumusic.com/**

1998-2002 Group Senior

**Under the direction of the impresario GERARD SEDRU**

* Perform songs in 12 languages during tours in France Italy Spain Germany Poland Switzerland Sweden Luxembourg Monte Carlo Lebanon Israel Belgium China Taiwan South Korea and others
* Represent Ukraine in City Halls host cities
* Establish friendly long term relations with host parties
* Perform on TV **Jacques Martin and Pascal Sevran**

As a group Senior:

* Train choir participants with the procedure of flights during the tours
* Control their readiness for bus or plane travels
* Lead the meetings before leaving the host cities

**Interests** Arts (music, theater), Travel, Ski and Ice-skating

**Volunteer experience**

**2015-2019 Volunteer**Broadway Academy, Westmount (Quebec)

*References* director Martina Ojeshkova [info@broadway-academy.com](mailto:info@broadway-academy.com)

* Collecting and delivery new toys for children staying at long-term care at McGill University Health Center

**2017 (June-August)**

NDG Food Depot (Quebec)

*References* Julie Kourakos [benevole@depotndg.org](mailto:benevole@depotndg.org)

• Help with arranging in distributing the food

**2017-2019 Volunteer at Villa Maria School “Mothers’ Guild”**

* Participation in organizing different fund rising events at school, that have entertaining and educational purposes.
* Supervision during enter exams 2018

References Rosie Di Ciocco, President Villa Maria Mothers' Guild [*mg@villamaria.qc.ca*](mailto:mg@villamaria.qc.ca)