Lazar Jelić

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PROFILE

Law graduate with passed Serbian bar exam, expressed leadership skills, experienced in conducting various legal procedures, working with people and team leading. With ambition for further improvement and acquiring new knowledge in the field of law and organization of work.

EMPLOYMENT

Feb. 2019 – Mar. 2019

TRAINEE ATTORNEY AT LAW– *EY Law*

+ Drafting contracts, decisions and other acts regarding labor and corporate law matters.
+ Translation of acts and documents

Sept. 2017- May 2018

TRAINEE ATTORNEY AT LAW– *Živkovic Samardžić Law Office*

+ Work within the real estate law department, in activities related to the sale, lease, registration of property rights, legalization, conversions, investing in real estate construction. Including drafting the contracts, collecting the necessary documentation, completing the accompanying taxes, obtaining the necessary permits
+ Involved in the work of the Labor Law department, by drafting contracts and decisions regarding employment.
+ Initiating and conducting various administrative procedures before agencies, administration bodies, such as SBRA, the Real Estate Cadastre Service, ministries, regarding the issuing of permits, status changes, registration of property rights, and more.
+ Translating acts and documents.

June 2016 – Sept. 2016

ADMINISTRATIVE OFFICER – *Visa4Australia agency*

+ Collecting documentation, drafting motivation letters, completing applications for various types of visas, communicating with clients.

EDUCATION

2020 **SERBIAN BAR EXAM**

2017 - Present **MASTER STUDIES, INTERNATIONAL LAW** - Faculty of Law, University of Belgrade

2011 – 2017 **LAW GRADUATE** - Faculty of Law, University of Belgrade

2007 – 2011 **HIGH SCHOOL DIPLOMA**- School of Economics

SKILLS

Language

ENGLISH LANGUAGE - advanced level
SPANISH LANGUAGE - basic level

Computer skills

MICROSOFT OFFICE (WORD, EXCEL, POWER POINT)
ADOBE PHOTOSHOP

ADDITIONAL ACITIVITIES

Nov. 2016 – Mar. 2017 **VOLUNTEER** - *Center of Immigrants of Serbia*

+ Event planning
+ Project work

May 2018 – Oct. 2018 **PARTICIPANT OF WORK AND TRAVEL PROGRAM, USA**

2014 – Present **ACTIVE MEMBER** – *Organization Elsa Belgrade*

Organized events:

+ Job fair "Lawyers on work"
+ Trial simulation "Kings of courtroom"