



Thamires Gouveia P. Camardelli

Dubai Arch Tower, Closter G, Jumeirah Lake Towers, Dubai, United Arab Emirates

+971 58 510 0408 thamypimentel@gmail.com

Date of birth

14/02/1993

Nationality

Brazilian

Skills

Ability to Work in a Team

Legal Systems

Customer Service

Microsoft Office

Administration

Management

Languages

Portuguese

English

Spanish

Profile

Bachelor of Laws, Catholic University of Salvador. Lawyer - OAB / SP.

Responsible, communicative and proactive, I develop my work with excellence and punctuality.

Activities / Skills:

- Preparation of procedural documents, electronic protocol (Projudi, E-saj and Pje), external procedures in forums and courts, dispatches with judges;
- Customer service;
- Legal systems (Software SAJADV);
- Administrative systems (Petrobras System).

Employment History

Administrative Analyst, Benner Systems S.A., São Paulo, Brazil

November 2019 — November 2020

Treatment of publications, sending publications related to the current client to the responsible lawyers and discarding publications without connection to the client.

Legal Assistant, Larissa Vallent Office Legal Advice - Home Office, Salvador, Brazil

April 2019 — November 2019

Elaboration of defenses and administrative resources related to traffic fines with the objective of safeguarding, within the law, the driver who had his right reaped.

Legal Assistant, Gouveia & Batalha Office - Legal Advice, Salvador, Brazil

January 2017 — March 2019

Worked areas: civil, labor and consumer; Conducting external investigations in forums and courts; Legal assistance to lawyers in hearings; Preparation of initial petitions as well as labor claims, disputes, indemnity action, action for repetition of undue payment combined with compensation for moral damages, among other procedural documents. Physical and electronic protocol (Projudi, ESAJ, PJE). Organization and optimization of the hearing schedule and control of procedural deadlines. Customer service and appointments with the lawyer; Process feeding and customer registration in legal systems (SAJADV).

Maintenance of reports spreadsheets; Represented in labor hearings. Carrying out orders with judges.

Education

Bachelor in Law, UCSAL - Catholic University of Salvador, Salvador, Brazil

January 2011 — July 2016

Internships

Legal Internship, "Procuradoria Geral do Estado da Bahia (PGE-BA)", Salvador, Brazil

July 2014 — September 2015

Carrying out external and internal diligences, with the Ruy Barbosa Forum and the Court of Justice of the State of Bahia, as well as carrying out cargo and returning procedural documents, with the notary; Preparation of the initial petition, contestation, among other pieces, with the patrimony nucleus.

Legal Internship, Transalvador, Salvador, Brazil

January 2013 — July 2013

Elaboration of opinions, referring to traffic fines in administrative processes, and issuance of reports for the Administrative Board.

Courses

"Hermenêutica Jurídica", UCSAL - Catholic University of Salvador

Tax Law, Benner Systems S.A.

License to advocate in Brazil

Registered in OAB of São Paulo, subsection of Osasco, OAB / SP number 440.538.