

Gabrielle

Munoz

Energetic problem solver, strategic thinker and skilled communicator who is known for her attention to detail, high quality work output, collaborative approach and maintaining a high level of professionalism in all her endeavours.

EDUCATION

Certificate of Legal Education
Norman Manley Law School,
2014-2016

Bachelor of Laws (Hons.)
University of West Indies, Mona
2011-2014

CAPE and CSEC Examinations
Immaculate Conception High
School, 2004-2011

(876) 804-5236

gabby.e.munoz@gmail.com

Kingston, Jamaica

WORK EXPERIENCE

Legal Officer (LO2) - Backlog Project - Office of the Government Trustee

Ministry of Industry, Investment and
Commerce | January 2023 - present

- Monitors the steps taken in the process of managing all legal matters in the Backlog Unit to ensure efficiency and compliance with relevant legislation and policy objectives
- Drafts briefs for the Government Trustee or as instructed by the Government Trustee for submission to the Attorney General or any Attorney-at-Law
- Advises on the validity and enforceability of contracts and transactions of debtors
- Drafts legal documents including applications, affidavits, transfers, agreements and other documents required to be prepared in the implementation of a proposal or administration of a bankruptcy
- Attends Court and/or representing the Government Trustee in legal proceedings
- Advises the Government Trustee of any suspected breaches of criminal or other law by a debtor or any other party in relation to the affairs of the debtor discovered during the course of the administration in bankruptcy.

Insolvency Administrator - Office of the Government Trustee

Ministry of Industry, Investment and
Commerce | 2020 - present

- Administration of an annual average of 55 estates of insolvent individuals and liquidation of insolvent companies
- Liaise with debtors, creditors and other interested parties regarding the assets and liabilities of an estate and the progress of the administration
- Preparation of drafts of documents to be filed or submitted to the Court, Supervisor of Insolvency or other authorities including the Registrar of Companies and Registrar of Titles
- Preparation of files and documents for matters to be heard by the Court or Supervisor of Insolvency and attend hearings with the Trustee or Deputy Trustee

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SKILLS

- Legal Research
- Legal Writing
- Conversational Spanish

POST-GRADUATE CERTIFICATES

INTERNATIONAL TRADE CENTER - SME ACADEMY

Introduction to WTO Trade Facilitation Agreement, April 2022

Advocacy and Trade Policy Reform, July 2021

Introduction to Cross Border Contracts, December 2020

WORK EXPERIENCE (CONT'D)

Legal Officer (LO2) (Actg.) - Industry and Commerce Division

Ministry of Industry, Commerce, Agriculture and Fisheries| 2019 - 2020

- Conducted research on cannabis licensing, trade, standards, the micro-credit industry to advise the Permanent Secretary and the Minister on various matters and assisted in the preparation of various contracts and MOUs
- Drafted cabinet submissions for the development of new legislations and prepared drafting instructions for parliamentary counsel and legal opinions for various agencies within the Ministry's purview
- Assisted with drafting ministerial briefs which outlined the changes to be made to the legal framework due to the implementation of new legislation and/or amendments to existing legislation

Deputy Government Trustee (LO3) (Actg.) - Office of the Government Trustee

Ministry of Industry, Commerce, Agriculture and Fisheries| 2019

- Conducted research and prepared legal opinions to advise the Government Trustee on various matters related to the administration of bankruptcy estates
- Drafted legal documents including applications, affidavits, agreements and other documents required to be prepared in the administration of a bankruptcy estate
- Attended Court and represented the Government Trustee in legal proceedings concerning administration of a bankruptcy estate such as automatic discharge and public examination hearings
- Represented the Office of the Government Trustee at meetings, conferences and other functions

Legal Officer (LO2) (Actg.) - Industry and Commerce Division

Ministry of Industry, Commerce, Agriculture and Fisheries| 2019

- Conducted research to advise the Permanent Secretary and the Minister on various matters and assisted in the preparation of contracts and MOUs
- Drafted cabinet submissions for the development of new legislations and prepared drafting instructions for parliamentary counsel and legal opinions for various agencies of the Ministry'
- Assisted with drafting ministerial briefs which outlined the changes to be made to the legal framework due to the implementation of new legislation and/or amendments to existing legislation

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WORK EXPERIENCE (CONT'D)

Associate

Hart Muirhead Fatta Attorneys-at-Law |
2018 - 2019

- Assisted with business /company acquisitions and bond/note transactions
- Prepared corporate and commercial documents such as Contracts for Services, Manufacturing Agreements, Distribution Agreements, Share Purchase Agreements, Subscription Agreements, Consortium Agreements, MOUs and Sale of Business Agreements
- Conducted research to advise clients on corporate financing, acquisitions, pension arrangements and intellectual property matters

Legal Officer (LO2) (Actg.) – Industry and Commerce Division

Ministry of Industry, Commerce, Agriculture and Fisheries| 2018

- Assisted in the preparation of various contracts and MOUs
- Drafted cabinet submissions for the development of new legislation and prepared drafting instructions for parliamentary counsel and legal opinions for various agencies of the Ministry'
- Assisted with drafting ministerial briefs which outlined the changes to be made to the legal framework due to the implementation of new legislation and/or amendments to existing legislation

Junior Attorney-at-Law

LASCO Distributors Ltd.| 2016 - 2017

- Conducted research on Company Law, Intellectual Property Law and Contract Law to assist the Company Secretary in making crucial decisions
- Assisted with drafting company policies and contracts and prepared various documents for Committee and Board of Directors meetings
- Assisted Human Resource Department with labour relations and human resource issues for in-house disciplinary hearings and/or conciliatory meetings at the Ministry of Labour and Social Security
- Assisted with the completion and filing of statutory returns with the Companies Office of Jamaica such as Notice of Appointment/Change of Directors, Notice of Appointment/Change of Company Secretary
- Assisted with different aspects of the trademark application process

INTERESTS

- Books of the mystery, fantasy and true crime genres
- Sports- Athletics, Cricket & Skateboarding
- Travel

REFERENCES

References can be made available upon request.

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WORK EXPERIENCE (CONT'D)

Judicial Assistant

Judicial Assistant Programme | 2015 - 2016

- Assigned to the Honourable Mr. Justice Bryan Sykes
- Conducted research to aid the judge in the process of writing judgments
- Wrote legal opinions on various areas of law ranging from Customs Law to Private International Law
- Edited and proofread judgments

Judicial Clerk

Judicial Clerkship Programme | 2015

- Conducted research to aid judges assigned to the Saint Andrew Parish Court at Sutton Street, Family Court, the Supreme Court and the Court of Appeal
- Wrote legal opinions
- Worked in the court office at the Family Court and the Saint Andrew Parish Court at Sutton Street

Legal Intern, Legal & Property Departments

Port Authority of Jamaica | 2014