

Isabela Dunaev

Rua Pereira Da Silva nº116 apto. 401, Niterói, Brazil

Isabeladunaev@id.uff.br - +552198548-9117

Registered at the Bar Association in Rio de Janeiro nº 215.436

Civil Portuguese Register nº 15708075

Availability in January 2020

EDUCATION

Fundação Getúlio Vargas – Master in Business Law	Rio de Janeiro	2018-2019
<ul style="list-style-type: none">▪ Courses: Contracts, Business Law, English Common Law, Economics, Accounting		
Universidade Federal Fluminense – Bachelor in Law	Rio de Janeiro	2014-2017
International Language Studies – Summer Camp	United Kingdom	2015

WORK EXPERIENCE

Nascimento&Rezende Advogados Associados – Junior Lawyer specialized in Recovery and Bankruptcy procedures– Judicial Administrator	2018-Present
<ul style="list-style-type: none">▪ Co-managed credit background checks of companies under a recovery procedure▪ Assisted creditors in recovery procedures▪ Produced monthly financial reports to assist the Public Court of Brazil▪ Produced legal opinions in relation of creditors' claims▪ Monitored the execution of the agreed recovery plan to ensure the law and conditions agreed are respected▪ Produced several reports and legal opinion in bankruptcy procedures▪ Managed several <i>ad hoc</i> civil cases on behalf of private clients (initial application, defense, appeal, among others petitions that may be required)▪ Research▪ Managed Legal and prudential research in several cases▪ Managed several administrative procedures on behalf of private clients at government agencies	
Ferreira Guimarães Advogados Associados – Junior Lawyer specialized in Recovery and Bankruptcy procedures– Judicial Administrator	2017-2018
<ul style="list-style-type: none">▪ Co-managed credit background checks of companies under a bankruptcy procedure▪ Assisted creditors in bankruptcy and recovery procedures▪ Analyzed companies' debts in order to organize the List Creditors on the Recovery procedures▪ Represented the bankrupt mass in civil and labor cases at court▪ Produced several petitions in civil and labor cases on behalf of the bankrupt mass▪ Defended private clients in a legal enforcement procedure face banks (debt restructuring)▪ Managed several <i>ad hoc</i> civil and business cases on behalf of private clients (initial application, defense, appeal, among others petitions that may be required)▪ Conduct Due Diligences at Court in Rio de Janeiro	

Defensoria Pública Cível – Intern

2016-2017

- Managed civil cases on behalf of customers (Defense, appeal, among other petitions that may be required)
- Assisted daily costumers in civil procedures
- Assisted directly the Public Defender responsible for the cases
- Responsible for produce procedural report
- Responsible for verification of procedural deadlines

Alves Jacob Advogados Associados – Intern, legal office specialized in Private International Law procedures

2015-2016

- Produced legal opinions in various subjects for clients, Portuguese and English
- Managed several *ad hoc* civil cases on behalf of private clients (initial application, defense, appeal, among other petitions that may be required)
- Produced procedural report
- Produced legal advice for visa-related clients
- Conduct Due Diligences at Embassies, Federal Police and Courts in Rio de Janeiro.

LANGUAGES & SKILLS

- | | |
|--------------------------------|--|
| ▪ Portuguese: Native | ▪ Microsoft Office: Basic |
| ▪ English: Fluent | ▪ Certifications: Course of Law Business and Arbitration – Universidade Federal Fluminense; |
| ▪ Spanish: Intermediate | Course of cooperative and cooperativism – OAB/RJ; |
| ▪ French: Basic | Course of Introduction for Compliance – OAB/RJ. |

PERSONAL INTERESTS

Travelling and culture discovery

Daily fitness & healthy lifestyle

Photography

Learning languages

Holistic therapies