

CURRICULUM VITAE

Maria Petrov

0211257368

✉ mpetrov1010@gmail.com

Personal Statement

I recently graduated with a Law and Arts degree, and am seeking a challenging and fulfilling career. I believe that my inter-personal skills, problem-solving ability and resilience would be beneficial to this role. I aspire to have a job which gives me purpose and the opportunity to make a difference.

Education

Bachelor of Laws/Bachelor of Arts Conjoint (LLB/BA), University of Auckland, 2014-2018

- Law electives: mainly commercial law.

Skills

Strong communication skills

- Able to communicate with people from a variety of ethnic groups and all age groups.
- Collaborating with the Chief Operating Officer, the Procurement Director, and internal and external lawyers.
- I was involved in mooting at university.
- Multilingual.

Dependable, with good time management and organisational skills

- As part of my current role as a Law Graduate, I am required to autonomously produce quality work within a certain timeframe.
- Successfully balanced school and university studies with extra-curricular musical and sporting commitments.
- Arranged the formation of a gymnastics team at university.

Computer skills

- Proficient in statistical computing and graphics software – RStudio, SPSS and iNZight.
- Proficient in Microsoft Office software.

Strong leadership qualities

- During one of my previous roles, I managed a bookstore when the boss was away, making sure that the business ran as smoothly and efficiently as when she was present.

Extra-curricular Activities

- Karate lessons
- Guitar lessons

CURRICULUM VITAE

Maria Petrov

0211257368

✉ mpetrov1010@gmail.com

- Singing lessons

Community and Volunteering

- Mentor as part of the Law School mentoring programme.
- Tutoring at sessions dedicated to Maori/Pasifika students during high school.
- Cooking hot meals and serving them to members of the community who are in need.

Work Experience

May 2019 – Present: Law Clerk, Stonewood Group

Responsibilities:

- Managing debt recovery matters.
- Reviewing supply, build, and house and land agreements.
- Conducting due diligence.
- Preparing acquisition documents.
- Drafting resolutions and share transfer documents.
- Drafting documents for court proceedings in relation to disputes.
- Preparing loan documents.

September 2018 – May 2019: Legal Assistant (Fixed Term), Bentleys Chartered Accountants

Responsibilities:

- Legal research.
- Drafting opinions on taxation issues.
- Creating an anti-money laundering risk assessment and a compliance programme.
- Working under directors' guidance on trust distribution issues.

2017 – January 2019: Administrator/Secretary, Language Fuel Resource Room

Responsibilities:

- Using Xero to process invoices and supplier bills.
- Processing inwards goods and customer orders.
- Database updating.
- Recording podcasts.

2017 – June 2018: Tutoring, MyTuition

Responsibilities:

- Tutoring NCEA English, Mathematics and Classical Studies.
- Tutoring Scholarship Statistics.

Interests

Tramping, playing guitar and singing.