



## **Mais Qatarneh**

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Mobile Phone +962799475693  
Nationality Jordanian  
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### **Personal Profile**

- An ambitious, enthusiastic and committed lawyer who possesses a genuine interest and understanding of commercial law. Currently seeking a challenging law work placement opportunity in firm which will offer early responsibilities, and the opportunity to develop practical legal skills.
- Member of the Jordanian Bar Association

### **Professional Experience**

**Feb 2021-present**

**lawyer**

**Job Brief:**

- Support legal executives in their efforts.
- Interpreted laws, rulings and regulations for individuals and businesses.
- Negotiated with opposing groups or individuals to reach resolutions, avoid litigation and accomplish goals of clients.
- Questioned witnesses throughout course of trials.

**Sep 2018 – December 2020**

**Trainee Lawyer, fares Nabulsi Law Firm. Amman – Jordan**

**Job Brief:**

- Commenced work with Fares Nabulsi Law Firm Platform as Trainee lawyer .

**Job Description:**

- Support legal executives in their efforts

Jun 2017 – Sep 2017

**Call Center, Care internantionak, Amman, Jordan**

**Job Brief:**

Commenced working with Care International as call center.

**Job Description:**

- Managing large amounts of inbound and outbound calls in a timely manner.
- Following call center 'scripts when handling different topics.
- Obtains client information by answering telephone calls.
- Research every issue and proving solutions.

May 2017 – Jul 2017

**Brand Ambassador, Baaz, Amman, Jordan**

**Job Brief:**

Commenced work with Baaz Social Media Platform as support marketing executives in their efforts of increasing brand value by promoting the brand to target audiences.

**Job Description:**

Support marketing executives in their efforts of increasing brand value by promoting the brand to target audiences.

## **Education**

2020-2021

**University of Jordan, Amman, Jordan**

Department of Woman's Studies Center, MA Student in  
Woman's & gender studies.

2014-2018

**University of Jordan, Amman, Jordan**

Department of Law , prepared a 4-year Bachelor's degree in Law.

## **Voluntary Experiences**

**New Think Theatre**

Social media ambassador at "New think Theatre" where helping to stage people who have a message, something new, to inspire, entertain and above all have a long lasting impact on the audience, through real life examples of people who are innovators in their fields, and living examples of thinking outside the box.

**Made in Jordan Festival** A local community initiative to raise awareness and encourage Jordanians to buy their local products to contribute in boosting the tourism and commercial sectors to achieve the economy competitive advantage growth by youth talented Jordanians

### **Specialties, & Skills:**

- Teamwork**
- Coordinated discussions for various assignments and projects at the University.
  - Possessed strong commitment to team environment dynamics.
  - Understood the importance of team work and communication in the workplace.
- Working under Pressure**
- Able to work in difficult situations and under pressure.
  - Well organized team player by being able to prioritize tasks & meet deadlines.
  - Organized and responsible to work on several tasks simultaneously.
- Communication**
- Adapting myself to new and different situations.
  - Being able to convey information to people clearly and simply.
  - Confident, articulate, and professional speaking abilities.
  - Ability to interact and effectively communicate with people from diverse backgrounds, highlighting teamwork and problem solving.
- Information Technology**
- Knowledgeable in all aspects of applications for Microsoft office, including PowerPoint, Excel and Word.

### **Referees**

Available upon request.