

# Andrew Rizk LL.B., LL.M.

U.S. Citizen

A zealous student of case law and legislation, with a special interest in FinTech and digital currencies. Self-starter and highly motivated with proven track record in both autonomous or collaborative environments.



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Beirut, Lebanon



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## SKILLS

Legal Research

Communication

Problem-Solving

Time Management

Leadership

MS Office

Analytical Skills

## LANGUAGES

English

Full Professional Proficiency

Arabic

Native or Bilingual Proficiency

French

Limited Working Proficiency

## INTERESTS

Reading

Football

Music

## EDUCATION

### Corporate Finance Law LL.M.

University of Westminster

01/2021 - 03/2022

London, United Kingdom

- International Banking Law & Regulation
- Legal Aspects of Corporate Finance
- Money Laundering and Corporate Fraud
- Investment Banking Principles and Practice
- International Economic Law
- Project Finance

### Bachelor of Laws LL.B.

La Sagesse University

09/2016 - 07/2020

Beirut, Lebanon

- Commercial Law
- Bankruptcy and Insolvency Law
- General Theory of Obligations and Contract
- Criminal Law

## WORK EXPERIENCE

### Paralegal Intern

LawBite

11/2021 - Present

London, United Kingdom

- Achieving in-demand status amongst paralegal colleagues; often personally requested by solicitors to manage complex, deadline-intensive matters.
- Serving as liaison between solicitors and clients, including managing high email and call volume daily and scheduling consultations.
- Managing case files and all paperwork, inputting into electronic file system.
- Assisted with legal research, utilizing resources like LexisNexis and Westlaw extensively.
- Preparing client standard and enhanced due diligence AML reports.

### Paralegal Intern

Committee of the Kidnapped and Disappeared

01/2020 - 05/2020

Badaro, Lebanon

- Interviewing victim's families using a chronological and structural set of questions and took meticulous notes for inclusion in reports.
- Researching Lebanese laws and regulations to analyze the legal stance of the committee for inclusion in reports.
- Presenting research findings of the reports to the head of the committee.

## VOLUNTEERING

Baytna Baytak (08/2020 - 09/2021)

Supporting efforts to help repair and restore houses in the wake of the tragic Beirut blast

Operation Big Blue (05/2019 - 09/2021)

Supporting efforts to help the conservation of coastal seashores across Lebanon

## CERTIFICATES

Finance Foundations: Risk Management (05/2021 - 05/2021)

Online course offered by Jason Schenker via LinkedIn Learning

Corporate Finance Foundations (01/2021 - 02/2021)

Online course offered by Jim and Kay Stice via LinkedIn Learning