

# NOUR MASHMOUSHY

INTERN LAWYER

## EDUCATION

### LEBANESE UNIVERSITY, FACULTY OF LAW AND POLITICAL AND ADMINISTRATIVE SCIENCES, 2<sup>ND</sup> BRANCH

December 2021

Master's degree in Law - Public Functions, Thesis on Contracting Employees in the Public Sector: between Legality and Actuality

October 2017 – July 2018

Professional M2 in Public Functions, Ranking first in class

October 2016 – June 2017

Research M1 in Law, Ranking among the top 15% of the year's promotion

October 2013 – June 2016

Bachelor of Law

### LE LYCEE NATIONAL SCHOOL, CHOUEIFAT

July 2013

Official Lebanese Baccalaureate, General Sciences

## WORK EXPERIENCE

### Beirut Bar Association, INTERN LAWYER

Practicing lawyer's duties under the supervision of an attorney of appeals after having passed the Lawyers' Bar oral and written exams

### Harfouche and Saad Law Firm, LEGAL TRAINEE

September 2019–March 2020

Performing all job tasks that are normally done by a paralegal, organizing files that I'm in charge of and documenting progress of their legal cases on Excel sheets, sending professional letters to clients upon request, and co-creating and leading the research unit in the firm

### K.I.P Index at Olayan School of Business, American University of Beirut, VOLUNTEER

May 2019–July 2019

Assisting the research associates which constitute the research team of the K.I.P Index to surf appointed websites in order to develop a cyber-database pursuant to specific search keywords, followed by filing and documenting the obtained results according to a previously agreed organization system

### Ministry of Education and Higher Education, INTERN

July 2018–September 2018

Learning key responsibilities of the public employees who work in the department of employment affairs in MEHE Lebanon, namely the procedure of processing and completing official transactions which fall under the jurisdiction of said department



## PROFILE

A knowledge driven law-graduate seeking to develop a career at a professional institution, and interested in acquiring new skills whenever and wherever possible. In possession of traits pertaining to punctuality, self-motivation, resilience, and hard work.

## CONTACT

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ADDRESS:

Beirut, Lebanon

## **SKILLS**

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### **Languages**

English Language: Excellent written and spoken proficiency

Arabic Language: Excellent written and spoken proficiency

### **Computer Skills**

MS Office tools

Online search

Management of social media platforms

Applications such as Cast-box Podcast, Think free Office, Hancorn