Name: Lillian Walid Issrawi Current designation: Legal Assistant Email: Lillian.issrawi157@gmail.com

Mobile: +96176345305

OBJECTIVE

Seasoned legal assistant with over 4 years of experience supporting attorneys in (INSAN Association), skilled in case management, client communication and document preparation. Seeking a challenging role in a dynamic law firm where I can utilize my experience to enhance team efficiency and contribute to successful case outcomes.

PROFILE SUMMARY

Holding a bachelor certificate in Law from Sagesse University in Lebanon, dedicated Legal assistant with hands-on experience in supporting attorneys across various stages of case preparation document management and client relation. Proficient in legal research, drafting, and administrative support, with strong organizational and communication skills, adept at working in fast-paced legal environments handling sensitive information with confidentiality and accuracy known for attention to detail and proactive approach to problem solving seeking to leverage my academic background and legal experience to contribute effectively to a law firm success while furthering my expertise in the legal field, additionally, with pleasure I am a volunteer in the UNV, as I also attended summer course with the Human Rights education and Training Unit at United Nations Human Rights and Documentation Center South-West Asia and the Arab Region.

KEY SKILLS

- Legal research and analysis.
- Document drafting and review.
- Case management and coordination.
- Client and stakeholder communication
- Attention to detail and precision.
- Confidentiality and ethical integrity.
- Organizational and time management skills.
- Administrative and office support expertise.

TECHNICAL RESPONSIBILITIES

- Legal research and information management.
- Document preparation and review.
- File and case administration.
- Electronic filing and records management.
- Calendar coordination and deadline monitoring.

- Client and external party coordination.
- Billing administration and financial tracking.
- Operational support in legal process.

PROFESSIONAL EXPERIENCE

Place: INSAN association Date from to: April 2022 – Still Designation; Assistant Legal

EDUCATIONAL QUALIFICATION

- Bachelor graduate in Law at University Of Sagesse.
- Diploma in human rights with United Nations Human Rights Training and Documentation Center.
- Certificate in Inter University Program on International Criminal Law & Procedure

SKILLS

- MS Word
- MS Excel
- PowerPoint
- Internet Skills

PERSONAL VITAE

❖ Date of Birth : October 18th 1997

❖ Permanent Address : Lebanon – Mount Lebanon – chanay – Main Street.

Languages Known : Arabic as mother tongue – Proficient in English – fluent in Spanish

Good in French, undergoing Russian Language Course.

Marital Status : Married

Nationality : Lebanese

❖ Passport No. : LR2623052

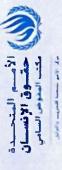
I do here by declare that the details furnished above are correct and true to the best of my knowledge and belief.

Lillian W, Issrawi









شهادة مشاركة

يشهد كل من مركز الأمم المتحدة للتدريب والتوثيق في مجال حقوق الإنسان لجنوب غرب آسيا والمنطقة العربية ومعهد العلوم السياسية في جامعة القديس يوسف في بيروت

أن السيدة ليليان العسراوي

قد شاركت في الدورة الصيفية الإقليمية الثانية للشباب حول

"مدخل الى المنظومة الدولية لحقوق الإنسان"

والتي نظمت في بيروت، من 22 إلى 26 تموز/يوليو 2024

أ. سامي نادر

مدير معهد ألعلوم السياسية مي دامعة القديس يوسم، في بيروت

د. عبير الخريشة

مديرة مركز الأمم المتحدة للتدريب والنوئيق مي محال حقوق الإنسان لحنوب عرب آسيا والمنطقة العربية

Université La Sagesse

SHWr 1875

Thon the recommendation of the

Faculty of Law

and by ductue of the authority bested by the Republic of Lebanon

confers upon

Lillian Walid Al Issrawi

born in Btater on 18 October 1997

the degree of

Bachelor of Latu

with all honors, rights and privileges thereinto appertaining.

Class of 2023 - 2024

Furn El Chebak, Lebanon, Julp 5, 2024



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ساملي توصيد

كتين وللفوى

ويهوس) (صفوق وللمسطاة لمها من وللحديد ويتن وللبنانية

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ليليان وليد العسراوي

المولود (م) في بعلو بعاديم ١٨ تشرين الأول ١٩٨٧

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إجازة في وللحفوق

سى سايلازې ھذو پرگروچەدىس ئىرى رىشىون دوسىيازرى دورود ۲۰۰۳ سەيدىر دوي دان كى نىناچا ئے دافحو أروجار ۲۰۰۳

Raline Abboud

Professop Georges Nehme

Acting Registrar City Land