

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 العلوم السياسية

في جامعة القديس يوسف في بيروت

د. عبير الخريشة

مديرة مركز الأمم المتحدة للتدريب والتوثيق في مجال حقوق الإنسان لجنوب غرب آسيا والمنطقة العربية

Université La Sagesse

since 1873

Upon the recommendation of the

Faculty of Law

and by virtue of the authority vested

by the Republic of Lebanon

confers upon

Lillian Walid Al Issrawi

born in Btater on 18 October 1997

the degree of

Bachelor of Law

with all honors, rights and privileges thereto appertaining.

Class of 2023 - 2024

Furn El Chreblak, Lebanon, July 5, 2024

Dr. Chady Saad
Dean

جامعة الحكمة

منذ 1873

بناءً على توصية

كلية الحقوق

وبموجب الحقوق والمسطرة لها

من الجمهورية اللبنانية

تمنح

ليليان وليد العسراوي

المولود(ة) في بتاتر بتاريخ ١٨ تشرين الأول ١٩٩٧

شهادة

إجازة في الحقوق

مع ما يلازم هذه الإجازة من شرف ومفوق وإستياز

٢٠٢٤ - ٢٠٢٣

فرضي (التسليم) لتاريخ ٥ تموز ٢٠٢٤

Raline Abboud

مدير مكتب السجل بالكلية



Professor Georges Nehme
الرئيس