

Ninette El Zeitounieh
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Personal Statement

Motivated law graduate and dedicated Red Cross volunteer with a strong passion for public international law and criminal law specifically in the criminology field. Eager to leverage academic knowledge and early professional experience as a trainee lawyer in law firms to pursue a career in the legal field. Committed to making a positive impact by promoting justice, upholding human rights, and contributing to the betterment of society through legal advocacy.

Experience

Karam & Associates Law Firm | Al-Nahar Building, Beirut, Lebanon

Trainee Lawyer | 07/2024 – Present.

- **Drafted, reviewed, and compared** various types of contracts to ensure compliance.
- **Translated and authored** legal documents, ensuring clarity and accuracy in language.
- **Conducted** comprehensive legal research to support case development and strategy.
- **Provided** legal consultancy to clients, delivering tailored advice and solutions.

Father Aff Osseiran Foundation | Fanar, Lebanon

Legal Internship | 11/2023 – 05/2024

- **Analyzed** complex legal cases related to child rights, focusing on legislation and international conventions pertinent to child labor.
- **Applied** learnings on the field while following up a juvenile's case in the Lebanese juvenile courts and Roumieh Prison.

Karam & Associates Law Firm | Al-Nahar Building, Beirut, Lebanon

Paralegal and Secretary | 12/2021 – 06/2024.

- **Managed** administrative tasks such as scheduling, document organization, and client communication.
- **Maintained** meticulous documentation archiving system, ensuring easy retrieval of case-related files and information.
- **Supported** copywriting efforts by assisting in drafting legal documents, correspondence, and client communications.

Lebanese Red Cross | Furn el Shebbak, Lebanon

Youth Sector | 2019 – Present.

- **Led** the Youth & Health committee and focused on issues of Life skills for the youth, Drugs and Health. Implemented via trainings and workshops developed in accordance with LRC regulations.
- **Spearheaded** the Reporting Committee, overseeing secretarial activities and streamlining workflow across Lebanon. Ensure efficient documentation processes and foster effective communication among secretaries.
- **Trained** students and youth in life skills as a member of the Youth and Health Committee, fostering personal development and well-being. Also served as secretary, ensuring smooth coordination of committee activities.
- **Contributed** to the Golden Society for the Elderly Committee, organizing support for families in need and engaging in activities to enhance the lives of the elderly. Held the position of secretary, managing administrative tasks and facilitating effective communication within the committee.

Les Calinours | Hazmieh, Beirut, Lebanon

Team Leader | 06/2021 - 08/2021

- **Led and supervised** a team of counselors, fostering a positive and inclusive environment for 8 to 12-year-old campers.
- **Developed and implemented** engaging activities and educational programs to enhance campers' social, emotional, and physical development.

Private Tutoring | Naccache, Mount Lebanon, Lebanon

Secondary and Complementary Teaching | 2021

Education

La Sagesse University | Beirut, Lebanon

M1 and L.L.B. Law | 09/2020 - 06/2024

- **Completed** a course in Legal English, enhancing proficiency in legal terminology.
- **Attended** the Inter-University Programme on the International Criminal Law and Procedure.
- **Awarded** first prize for a research paper on women in politics by the Madanyat Organization - "We Will" Project.
- **Presided** the Hult Prize Competition in La Sagesse University as the Campus Director.
- **Represented** La Sagesse and Lebanon in the 2023 Phillip C. Jessup International Moot Court Competition (*Washington, D.C.*).
- **Achieved** Second Best Oralist in the Phillip C. Jessup Lebanese National Rounds.
- **Attempted** a course related to "Dealing with the past: Missing persons and Enforced disappearances".

Ecole des Sœurs de la Charité – Besançon | Baabda, Lebanon

Life Sciences | 2020

- **Achieved** a commendable pass in the DELF-B2 (Diplôme d'études en Langue Française) examination, showcasing proficiency in French.
- **Participated** in the Model United Nations – NDU – 2019 iteration.

Skills

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|---------------------|----------------------------|
| ✓ Communication | ✓ Teamwork |
| ✓ Leadership | ✓ Archiving and organizing |
| ✓ Critical Thinking | ✓ Microsoft Office |
| ✓ Public Speaking | ✓ Research & Development |

Languages:

- Arabic: Advanced (Fluent in speaking, writing, and reading)
- French: Fluent (Fluent in speaking, writing, and reading)
- English: Fluent (Fluent in speaking, writing, and reading)