



Rosa E. Rizk

Law graduate

LL.M. Candidate | Civil & Contract Law Enthusiast | Legal Research and Drafting Experience

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📍 Jounieh, Lebanon

EDUCATION

Master of Laws - LL.M in Business Law
Université Saint-Joseph

10/2025 - Present

Master's degree - Private Law
Université Saint-Esprit Kaslik

09/2023 - 12/2024

Bachelor in Law
Université du Saint-Esprit, Kaslik

09/2020 - 05/2023

Social and Economic Sciences (ES)
Sainte Famille Française, Jounieh

10/2005 - 06/2020

Dual baccalaureate: French and
Lebanese - with merit

WORK EXPERIENCE

Intern
Miskawi law firm

03/2025 - Present

La Cité, Jounieh

Tasks

- Worked on personal status cases
- Observed client-lawyer while respecting the principle of confidentiality
- Drafted several lawsuits on behalf of clients involved in car accidents
- Prepared and reviewed many Articles of Association with company law
- Visited ministries for administrative and legal matters

Business Development Representative
Upgrade now

12/2024 - 02/2025

Projet Connect Resources

- Engaged with potential customers and presented service offerings persuasively
- Identified prospects through research and effective questioning techniques
- Strengthened communication and negotiation skills in a business environment

Transcribing
SETELIA

12/2023 - 01/2024

Hazmieh, Lebanon

Launch of Galaxy AI

- Transcribed and edited French and English audio recordings into written texts
- Enhanced language fluency and attention to grammatical accuracy
- Demonstrated advanced proficiency in Excel by managing, structuring, and proofreading multiple transcription sheets in French and English

SKILLS

Legal research

Attention to detail

Office 365

Speech writing

Leadership

Multitasking

Problem solving

Teamwork

Self-management

Work under pressure

Critical analysis

ORGANIZATIONS

Legal Clinic - Université du Saint-Esprit de Kaslik
(09/2024 - 12/2024)

Member of the Legal Clinic

Dawn of Right (06/2024 - 08/2024)

Legal Content Writer

Université du Saint-Esprit de Kaslik (09/2020 - 09/2021)

Member of the Committee of the faculty of Law and Political Sciences

CERTIFICATES

Soft Skills Workshop (09/2024 - 12/2024)

Stress management, non-verbal communication, time discipline

Emotional Intelligence 101 Workshop (03/2024 - 03/2024)

Certificate of Attendance as part of the ACIE Motivation Program at USEK

LAU MUN Program (10/2018 - 03/2019)

Participation certificate

LANGUAGES

Arabic

Full Professional Proficiency

French

Full Professional Proficiency

English

Full Professional Proficiency

Spanish

Limited Working Proficiency