

# Ludmila Belen Martínez

## CIVIL ATTORNEY- SWORN TRANSLATOR ENG<>SP



I am looking for professional growth and a change in the work area. I am also looking for a place where I can develop my legal and language skills.

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### UNDERGRADUATE STUDIES

#### 2020-2023 PRIVATE LAW/CIVIL ATTORNEY(UBA)

Bachelor's Degree with a specialization in family law, contracts, damages, consumer law and tort law. Professional License registered with CPACF Bar Association under T151 F279

#### 2008-2017 ENG<>SP SWORN TRANSLATOR (UBA)

Bachelor's Degree with a specialization in legal translation. Professional License registered with CTPCBA Translators' Bar Association under No. 9120 Book XXIII, Page 026.

### WORK EXPERIENCE

#### ATTORNEY-LEGAL ASSISTANT AT SADAIC (2014-PRESENT)

- Follow-up of lawsuits brought for SADAIC both as plaintiff and defendant (in civil, civil and commercial federal courts, commercial courts within CABA).
- Assistance to lawyers in tasks related to the following-up of proceedings.
- Drafting of documents of mere formality (official requests for information, notices, writs of summons, requests).
- Drafting of complex pleadings (initiating lawsuits, answering transfer, replying to complaints, appeals, etc.)
- Attendance to courts, hearings and presentation of legal documents.
- Attendance to mediations, negotiations and signing of agreements.
- Procedures at the Real Estate Registry (RPI), Automobile Registry (RPA), National Central Bank (BCRA), etc.
- Corporate procedures at IGJ
- Administrative tasks within the sector.
- Managing complaints filed by authors and composers.

#### FREELANCE TRANSLATOR (2021-PRESENT)

- Freelance translations and interpretations in both English and Spanish.
- Intervention in proceedings as a translator expert witness within CABA (in cases such as CCF 3060/2021, or CNT 27795/2023)

#### PARALEGAL AT BULLO ABOGADOS (2012-2014)

- Attendance to labor courts, follow-up of labor proceedings representing the defendant party (lawsuits such as dismissals, salary differences, etc.)
- Preparation of mere formality presentations, and control of legal official reports.

#### PARALEGAL ATKRELL ZELENAY ABOGADOS (JAN 2012-AUG 2012)

- Attendance to labor courts, follow-up of labor proceedings representing the defendant party (lawsuits such as labor accidents). Filing of pleadings, uploading data to Lex Doctor system, and performance of administrative tasks.

### LANGUAGES

- Spanish | Native
- English | Advanced C1 (CPE)

### TECHNICAL SKILLS

- Microsoft Office Basic Level.
- Lex Doctor 11 Advanced Level
- PJN Advanced Level y MEV Basic Level.
- Google Tools and Social Media, Basic Level.
- Communication Tools (Zoom-Meet), basic level.

### SOFT SKILLS

- Fluent communication within negotiations.
- Teamwork in proceedings monitoring
- Responsibility and discipline in the handling of legal proceedings.