

# Curriculum Vitae

**Slavica Todorovic**



**City:**JAGODINA

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**OBJECTIVE:** Looking for position in a law office as legal, research or administrative assistant  
Position in an International organization is acceptable

**MIRROR** I am highly dedicated and motivated to learning and further education as well as fast accomplishment of all assigned duties. My education is only a start point to achieving more challenging positions, spreading basic knowledge and getting into the field of reasearching and inovations.

## Personal Data

Nationality: Serbian citizen

Date of the birth: 10 October 1960

Place of Birth: Izvor, Community of Paracin, Serbia

## Personal Attributes

Readiness for teamwork and adaptability to work

Good organisational and negotiation skills

creative, good -looking, trustworthy flexible, excellent communication skills,

outspoken, team player, Initiative and perseverance

Effective written and verbal communication skills

Outgoing assertive personality

Problem solving skills

Excellent interpersonal skills

Ability to work to strict deadlines with high volumes

**Formal education :**

University Degree in Law

University Law School

Kragujevac

**Work experience**

02/1994 - 08/2007

Lawyer Slavica Todorovic

Law Office

The Bar of Kragujevac

**Areas of Practice**

Representing clients in litigations/property law,labour related rights,  
procedures for obtaining legal and civic documentation etc

Criminal defence-act as defence attorney/

Drafting legal documentations/contracts,appeals etc/

Performs drafting normative acts and their amendments

Represents the company before the courts, government agencies and third parties

Provides legal assistance in the process of contracting and disputes relating to contracts

**Languages :**

Serbian- mother tongue

Excellent command of English language

/Written and spoken proficiency in English/