

Josie Lima

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July 30, 2019

To whom it may concern,

I am a hardworking Brazilian lawyer, who graduated in May 2019 with an LLM degree in American Law from Suffolk University Law School.

My work experience in Brazil as an administrative assistant and in public service challenged me in a myriad of various ways such as serving the general public and supporting lawyers in helping understand the urgency of their client's process and analyzing process thoroughly by fully understanding the case facts.

I was an intern at the State Court of Ceara, Brazil for minor cases from April 2015 to June 2016 where I assisted judges in drafting decisions for judgment. This opportunity enabled me to fully learn the application of law and the importance of remaining impartial. My relationship with our team was excellent, and I was fully committed to the principles of professionalism, justice, and teamwork.

After graduation, I decided to study for Federal positions which require exams approval and practice law privately. Later I became an associate at Edirlana's office from October 2017 to March 2018. I oversaw the cases in civil litigation which included property, consumer, family, inheritance, and torts law. Our clients were mainly low-income, and the work involved clarifying issues, understanding facts, and deciding what should be requested in the lawsuit, in addition to writing petitions for court and assisting at court hearings.

In the United States, I am a volunteer at Somerville City Hall at the Immigration Affairs Office, SomerViva project once a week, where I spend time learning about immigrant issues and understanding the multiple aspects of conflict faced by the immigrant population, and the programs offered by the City to welcome and support them.

As a missionary, I am involved in the translation of books, magazines, articles from Portuguese to English. I mentor people and give talks for small groups.

I am confident that the skills that I have developed at listening, understanding, writing, impartiality, teamwork, problem-solving, and Microsoft office literate, will be extremely beneficial to your legal team. I am fully committed to providing the highest quality of work to your legal team.

Thank you in advance for your time and consideration.

Sincerely,

Josie Lima

Josie de A. M. Lima

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EDUCATION

Suffolk University Law School, Boston, MA

LLM Degree, May 2019

University of Fortaleza, Fortaleza, CE, Brazil

Baccalaureate Degree, July 2016

Thesis: The Judeo-Christian roots of the Brazilian State and its influence on the 1988 Federal Constitution

University of Fortaleza, Fortaleza, CE, Brazil

Licentiate in Education, December 2003

PROFESSIONAL EXPERIENCE

Edirlana's Law Office, Fortaleza, CE

October 2017 - March 2018

Associate

Managed a variety of civil litigation cases, including inheritance, property, consumers, torts, and family. Responsible for writing appeals and petitions. Managed client expectations. Assisted clients during hearings, judgment, and conciliation audience. Accompanied clients at public office. Conducted legal and case research.

State Court of Ceará, Fortaleza, CE

April 2015 - June 2016

Internship

Analyzed cases, administered rulings and drafts for judgment. Wrote drafts for monocratic decision. Researched legal and case law. Served the public. Assisted judges during a session of judgment. Updated the system of the electronic judicial process.

Agropolos Institute of Ceará, Fortaleza, CE

September 2005 - February 2007

Technical Assistant

Attracted investment to the agribusiness of Ceará. Conducted technical-comparative research on the cultivation of papaya, pineapple, and grapes. Drafted a project for goat breeders of the State of Ceará to export goat meat. Studied Ceará's logistics to raise funds to improve the capacity of the airport of Fortaleza. Held position as a representative of the institute at the State water company committee.

Environmental Office of the city of Fortaleza, Fortaleza, CE

July 2003 - December 2003

Internship

Worked as a secretary with the Chief of the Cabinet. Served the public, received and delivered documents for analysis. Drafted letters to send documents and processes to other offices or department for examination and proper solutions.

Second Regional Office of the city of Fortaleza, Fortaleza, CE

January 2003 - June 2003

Internship

Worked as a secretary with the Chief of the Cabinet. Served the general public, received and delivered documents for analysis related to other departments or offices.

Community Office at Shalom Catholic Community, Fortaleza, CE

May 2001 - June 2002

Administrative Assistant

Served the members of the community in their needs. Set medical appointments and exams. Managed pharmacy purchase orders, events, and database.

VOLUNTEER EXPERIENCE

SomerViva at the Office of Immigrant Affairs, Somerville City Hall (2019). Talk and Mentoring, Shalom Catholic Community (2014 – 2018). Event Coordinator, Shalom School (2012). Catholic doctrine teacher for youth, Shalom Catholic Community (2000-2002). Missionary in Brasilia, Brazil (June to November 2002).

ADMISSIONS

Passed the XVII Brazilian Bar Exam, September 2015. Approved for Technical Analyst Manager for the Federal Public Defender Department, March 2016.

SKILLS

Language: Fluent Portuguese. Advanced English. Basic Spanish. Microsoft Office. Computer literate.

COMMUNITY INVOLVEMENT

Brazilian Bar Association - OAB (since 2016). Shalom Catholic Community - Private International Association of the Faithful – (since 2013).