



CONFIDENTIAL

PARALEGAL/ LEGAL ASSISTANT

Lawyer and Project Manager with a Master's Degree in Human Rights, Democracy, and Globalization, with specialized expertise in the protection of vulnerable populations and identity-related issues. Experienced in working with historically marginalized communities, including victims of the Colombian armed conflict and the artisan sector. Strong background in public policy advisory, project management, monitoring and evaluation of social development and international cooperation initiatives, as well as the application of differential and intersectional approaches. Committed to the promotion, defense, and protection of human rights through strategic, community-centered, and results-driven work.

ABOUT ME

CONTACT

+57 305 852 8212

talent@pro-staffglobal.com

Bogota - Colombia

LANGUAGE

Spanish: Native
English: C1 Level

EDUCATION

Lawyer

-Universidad Externado de Colombia
(Bogotá, Colombia)

Master's Degree in Human Rights and Globalization

Focus: Protection of Vulnerable Groups and Identity

-Universitat Oberta de Catalunya
(Barcelona, España)

WORK EXPERIENCE

OMNICOM PRODUCTIONS | USA

(Talent Associate)

Mar 2025 – Nov 2025

- Managed talent relations for influencers, on-camera actors, and voice actors, overseeing the full engagement process from recruitment and contracting through final payment for company productions.
- Coordinated the complete project lifecycle, including talent outreach, onboarding, briefing, performance feedback, and payment processing.
- Drafted and reviewed talent agreements and related contractual documentation for production engagements.
- Monitored project execution to ensure adherence to timelines, production requirements, and quality standards.
- Oversaw payment coordination and administrative follow-up to ensure timely and accurate compensation for talent.

ARTESANÍAS DE COLOMBIA | BOGOTÁ, COLOMBIA

(Legal Advisor)

Mar 2023 – Aug 2024

- Conducted qualitative and quantitative research on the artisanal sector, analyzing its political, economic, social, environmental, and cultural dimensions to inform the development of sector-wide public policy.
- Moderated focus groups and facilitated regional stakeholder dialogues with key actors across the country to gather input and strengthen policy design.
- Contributed to the development of the guiding principles, frameworks, and strategic approaches underpinning public policy for the artisanal sector.
- Played a key role in the creation, design, and formulation of Colombia's first public policy for the artisanal sector.



WORK EXPERIENCE (CONTINUED)

MARÍA LUISA ORTIZ FOUNDATION | BOGOTÁ, COLOMBIA

(Legal Advisor)

Feb 2020 – Aug 2023

- Provided legal guidance and technical support for the creation and strengthening of functional and productive community-based organizations, including committees, associations, networks, civic leadership groups, municipal councils, and citizen oversight bodies.
- Designed and implemented programs and initiatives focused on senior citizens and Centros Vida, promoting community well-being and social inclusion.
- Supported the execution of national and international development plans aimed at securing funding for cultural and social impact projects.
- Contributed to the formulation, monitoring, and evaluation of projects, as well as the identification and management of funding opportunities through international cooperation.

UNIT FOR THE ATTENTION AND INTEGRAL REPARATION OF VICTIMS | BOGOTÁ, COLOMBIA

(Legal Advisor)

Mar 2019 – Dec 2021

- Provided comprehensive support in the administration of civil circuit cases, including case file review, preliminary legal analysis, and systematic organization of procedural records.
- Drafted proposed judicial orders, rulings, and procedural templates under the judge's supervision, ensuring legal soundness, clarity of reasoning, and procedural accuracy.
- Prepared official communications, court notices, and administrative documents required for proper case progression.
- Monitored procedural deadlines, managed the court's calendar, and supported the preparation and conduct of hearings.
- Utilized the TYBA judicial management system to consult, update, and track case information.
- Organized and maintained both physical and digital case files, enhancing internal efficiency and document control within the court.

COURSES & CERTIFICATIONS

Project Management Certificate
Google

Cultural Management Course
Bogotá Secretariat of Recreation,
Culture, and Sports

**Design and Monitoring of Social and
International Cooperation Projects**
CIESI

Legal English Course
Bogotá Chamber of Commerce

PROFESSIONAL SKILLS

- Project Management
- Monitoring & Evaluation (M&E) of Social and International Cooperation Projects
- Public Policy Design and Analysis
- Victims' Rights and Comprehensive Reparation
- Strategic Litigation
- Legal Drafting and Documentation
- Legal English (Professional Proficiency)
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Asana (Project Management Tools)
- Canva (Content Design)

