



# Helena Majer

**Nationality:** Croatian **Date of birth:** 07/07/1999 **Gender:** Female **Phone number:** (+385) 51359529

**Work:** Pravni fakultet u Rijeci, Hahlić 6, 51000 Rijeka (Croatia)

## WORK EXPERIENCE

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### Research and Teaching Assistant

**University of Rijeka, Faculty of Law** [ 10/06/2024 – Current ]

City: Rijeka | Country: Croatia

### Legal Associate Trainee

**Maćešić & Associates LLC** [ 09/2023 – 06/2024 ]

City: Rijeka | Country: Croatia

- Conducting legal research to support cases, including researching statutes, regulations and case law.
- Drafting documents such as contracts, pleading, motions and briefs
- Meeting with clients to gather information, understand their legal issues and provide advice under the supervision of more senior attorneys
- Assisting in preparing cases for trial, including organizing evidence
- Representing clients in court (smaller cases or procedural matters)
- Administrative Duties

### Legal intern

**Law office "Lawyer Željko Matijević"** [ 09/2021 – 08/2023 ]

City: Rijeka | Country: Croatia

- Conducting research on legal issues
- Assisting in drafting and reviewing legal documents such as contracts, briefs, pleadings, motions and correspondence
- Helping prepare cases for trial or hearing
- Participating in client meetings to take notes, gather information, and understand the client's legal issues
- Performing administrative duties such as filing, organizing documents, managing case files, and maintaining databases

### Student Assistant at the Department of History of Law and State

**University of Rijeka, Faculty of Law** [ 2019 – 2023 ]

City: Rijeka | Country: Croatia

Participation in the preparation of lectures and execution of administrative tasks.

### Student Mentor

**University of Rijeka, Faculty of Law**

City: Rijeka | Country: Croatia

Mentoring, advising and providing assistance to first - year law students at the Faculty of Law in Rijeka

### Student Assistant at the Department of Criminal Procedural Law

**University of Rijeka, Faculty of Law** [ 2020 – 2021 ]

City: Rijeka | Country: Croatia

## EDUCATION AND TRAINING

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### European Law and Economics Summer Law School

*University of Rijeka, Faculty of Law and Faculty of Tourism and Hospitality Management* [ 01/07/2024 – 05/07/2024 ]

City: Opatija

### Masters of law (univ. mag. iur.)

*University of Rijeka, Faculty of Law* [ 10/2018 – 03/07/2023 ]

City: Rijeka | Country: Croatia

### Student practice within the course "Clinic for Public Law"

*Administrative Court in Rijeka, Administrative bodies of the Primorje-Gorski Kotar County* [ 09/2022 – 01/2023 ]

Prisustvo na ročištima, analiza spisa predmeta

### Secondary school education

*Prva riječka hrvatska gimnazija* [ 2014 – 2018 ]

City: Rijeka | Country: Croatia

## LANGUAGE SKILLS

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**Mother tongue(s):** Croatian

**Other language(s):**

#### English

LISTENING C1 READING C1 WRITING C1  
SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

#### French

LISTENING A1 READING A1 WRITING A1  
SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

#### German

LISTENING B1 READING B2 WRITING B2  
SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

#### Italian

LISTENING A2 READING A2 WRITING A2  
SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## HONOURS AND AWARDS

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[ 06/06/2024 ] University of Rijeka, Faculty of Law

**Master of Laws Cum Laude (with honour)**

[ 13/12/2023 ] University of Rijeka, Faculty of Law

**Dean's Award for Academic Success**

## DIGITAL SKILLS

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MS Office (MS Word, MS PowerPoint, MS Excel, MS) / Komunikacijski programi (e-komunikacija, e-ovrha, e-predmet, Skype, itd.)

## DRIVING LICENCE

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**Driving Licence:** B

## **VOLUNTEERING**

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[ 2019 – 2021 ] Rijeka

**Professional association for the promotion of children's wellbeing "Portić"**