

# CARLOS ARTURO RAMIREZ J.



BILINGUAL LAWYER | LEGAL ASSISTANT | ARBITRATION PROCESSES | LEGALTECH

## CONTACT

- Bogotá, Colombia
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- [Carlos Arturo Ramirez](#)

## PROFILE

Bilingual Lawyer (Juris Doctor, expected Sept. 2022), from the Faculty of Law from Universidad Externado (Bogotá, Colombia), with an emphasis on Business Law and LegalTech.

Highly professional assistant with a comprehensive command of legal, office, administrative and support functions combined with a knowledge of legal documents, claims management and legal procedures, experienced in supporting senior and managing attorneys.

Proactive, results-oriented and able to handle a high volume of assignments. Comfortable working with clients and attorneys and multi-tasking complex assignments and deadlines. Seeking to continue his personal and professional growth through his Judicial Internship.

## EDUCATION

### LAWYER (JURIS DOCTOR)

Universidad Externado  
Intensification in financial law, business human rights and financial contracting.  
GPA 4.1/5.0  
Bogotá, Colombia | 2022

### HIGH SCHOOL DIPLOMA

Colegio Nuestra Señora del Rosario  
Bogotá, Colombia | 2009

### SYSTEMATIZED ACCOUNTING TECHNICIAN

Instituto de Educación superior CINOC  
Pensilvania, Colombia | 2009

## SKILLS

- Results-oriented
- Proactivity
- Teamwork
- Attention to detail
- Problem solving
- Effective and efficient communication
- Fast learning
- Work under pressure

## WORK EXPERIENCE

### ENGLISH AND SPANISH TRANSLATOR – LOGISTICAL AND ADMINISTRATIVE SUPPORT

Multinational Force and Observers, Sinaí, Egypt  
June 2015 – June 2016

- Development of administrative functions in the Multinational Force led by the United Nations, in Sinai, Egypt, as part of the military mission of the National Army of Colombia commission, where only 14 people were transferred out of more than 300,000 troops.
- Management, supervision and execution of administrative tasks within the mission, such as review minutes, weapons accounting, inventory management and signature collection.
- Documentary management of files and information.
- Compliance with instructions and orders from superiors, in accordance with the guidelines of military doctrine.
- Support in the planning and development of logistics tasks, ensuring the adequate availability of resources.
- Establishment of optimal air and land routes for force personnel, verifying geographic and security conditions.
- Development of functions as a Spanish - English, English - Spanish simultaneous translator.

### LEGAL ASSISTANT

José Julián Tole Martínez (S.J.D), Bogotá, Colombia  
July 2018 – June 2019

- Legal assistant working in the law firm of José Julián Tole Martínez (S.J.D), responsible for the substantiation of the different arbitration processes.
- Responsible for claim management and appeals response.
- Surveillance and monitoring of judicial processes, ensuring timely legal action and due process.
- Preparation of weekly reports on the status of legal proceedings for the organization's clients, notifying them of any developments in the process.
- Preparation of legal documents such as rights of petition and memorials, ensuring the interests of the company.

## EXPERIENCE AREAS

- LegalTech
  - Business Law
  - Arbitration Processes
  - Financial Law
  - Human rights
  - Financial contracting
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## LANGUAGES

- Spanish (Native)
  - English (C1 M.C.E.R.)
  - French (A2 M.C.E.R.)
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## REFERENCES

- **Daniel Mark Vetrino**  
MFO Engineer  
(+57) 311-111111
- **Javier Murillo Segovia**  
National Army medical doctor  
(+57) 311 – 1111111
- **José Julián Tole**  
Doctor of Juridical Science (S.J.D)  
Universidad Externado de Colombia  
(+57) 311 – 1111111
- **Nicolás Lozada Pimiento**  
Rincón Cuellar Lawyers  
(+57) 111 - 1111111
- **Diego Corredor Beltrán**  
Supreme Court Magistrate  
(+57) 111 - 111111

## WORK EXPERIENCE

### LEGAL ARBITRATION AND LEGALTECH INTERNSHIP

Rincón Cuellar y Asociados, Bogotá, Colombia

June 2020 – December 2020

- Execution of research tasks for LegalTech processes, supporting the judicial processes of the firm, consultancies and the development of academic articles.
- Support in consulting processes for public and government entities for the implementation of LegalTech, considering the situation of the pandemic.
- Execute legal research, document management, appeals and claims responses in arbitration processes, ensuring clients' best interests.

### LEGAL OFFICE AND PUBLIC LAW ROOM

Universidad Externado, Bogotá, Colombia

January 2021 – December 2021

- Comprehensive legal advice to people in the city of Bogotá, where there is a shortage of economic resources, in cases that constitute conduct relating to public law.
- Accompaniment and judicial representation in disciplinary and fiscal processes as public defender of the investigated.
- Preparation, filing and drafting of legal documents, such as petition rights, memorials, reports and others.