

## Danilo Da Paz Carvalho

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**OBJECTIVE** A Bachelor's degree graduate looking for internship in a law office or law research organization.

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**EDUCATION** **Bachelor's Degree in Law**, University Center of Brasília (UniCEUB), Brazil (07/2011 – 12/2015)

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**WORK EXPERIENCE**

**Law Intern**, Legal Office Jose Edilberto Mourão, Brasília, Brazil (01/2015 – 07/2015)

- Preparation of legal procedure documents on civil, criminal and labor cases.
- Elaborations of appellate documents – STF, STJ, TJDFT.
- Legal hearings.
- Client legal advice.

**Executive Assistant**, Brazilian Congressman Júlio César de Carvalho Lima, Brazil (02/2011 – present)

- Provide administrative and business support to the Congressman and other members of the executive management team.
- Plan and schedule meetings, teleconferences, travels, and events for the Congressman.
- Negotiate favorable terms and pricing agreements with resorts, vendors, caterers, and other service providers at special events.

**Administrative Assistant**, Canaan Real Estate & Construction, Brazil (01/2010 – 01/2011)

- Handled accounts payable, receivable, and bank deposits.
- Inventory control.
- Planned and coordinated new initiatives, business development events, partner retreats, holiday parties, and other special events.
- Organized staff orientation seminars for new team members.

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**LANGUAGES** Portuguese (Native), English (Advanced).

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