



Евдокимова Ирина Михайловна

Female, 37 years, born on 16 October 1978

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Reside in: Moscow

Citizenship: Russia, work permit at: Russia

Not ready to relocate, ready for business trips

Desired position and salary

Head of Legal department

Lawyers

- Arbitration
- Lawyer
- Intellectual Property

Employment: full time, part time

Work schedule: full time

Desired travel time to work: any

Work experience — 15 years 11 months

October 2008 — till
now
7 years 8 months

"Stage Entertainment" Ltd., a leading theater company

stage-entertainment.ru

Head of Legal Department

- Full legal support of the Company's activities.
- Management of the legal department.
- Advising senior management and risk management in the field of civil, intellectual, tax, criminal, administrative, labor, procedural and other branches of law.
- Co-ordination and checking of contracts, additional agreements, applications and other documents.
- Development of new forms of contracts, other documents establishing the rights and obligations of the parties in business transactions.
- Expertise and development of contracts in the field of intellectual property.
- Development and preparation of amendments to current editions of internal documents (local acts) of the Company.
- Representing the interests of the Company in the course of communication and other forms of relationship with tax, law enforcement and other regulatory and supervisory government agencies.
- Implementation of a set of measures preceding transactions. Activities include, in particular, preparation of information materials, checking the good faith of documentation provided by contracting parties, participation in negotiations with the contracting parties.
- Preparation of contracts, of packages of documents required for approval, registration, registration of legal relations and transactions with real estate (rent, sublets).
- Representing the Company in the course of communication with partners (in the discussion of the terms of contracts, reviewing claims, etc.).
- Claims work.
- Representing the Company in the courts (courts of general jurisdiction and arbitration).

November 2007 —
October 2008
1 year

"Air Products" Ltd.

airproducts.ru

Contract manager (legal support specialist)

- Creation of personnel system from scratch;
- Full cycle of contract work, from the moment of approval to the signing of the documents of completed work and presenting of the invoice;
- Preparation of advice on legal risks in various areas of law;
- Control over the hiring of and support for foreign employees;
- Ensuring conformance to legislation in the area of occupational safety and health;
- Creation of a legally correct circulation of documents within the company;
- Representation of the company's interests in state and other institutions in all matters of the company.

May 2002 —
November 2007
5 years 7 months

Moscow Bar Association "ROSAR"

Attorney

- due diligence (corporate, labor and contract law);
- representation in courts of general jurisdiction and arbitration courts in civil matters, labor disputes;
- drafting memoranda, legal references, in particular in the field of labor, corporate, contract and international law.

November 2001 —
May 2002
7 months

Legal Office "ROSAR" Interregional Bar Association for assistance to entrepreneurs and citizens

Assistant attorney

- Contract work (drafting and legal examination of draft agreements);
- Claims-related work (pre-trial procedure for settling disputes (drafting of claims, reviews of claims, lawsuits) and preparation of documents for submission to the court).

March 2001 — July
2001
5 months

The Central ration department of the Ministry of Defence of the Russian Federation

Practice as a lawyer

- participation in legal examination of the documentation of suppliers, a choice of the most suitable,
- preparation of documents for submission in arbitration court,
- acting as representative in the court of arbitration,
- acting as legal adviser,
- working out treaties, claims and suits,
- legal examination of drafts of orders, treaties and drafts of treaties.

September 1995 —
July 1996
11 months

Limited liability Company «Information and legal center «ROSAR»

Personal assistant

Analysis and summary of legal documents to create legal information programs, as well as the organization of workflow and document management of the organization.

Education

Higher

2000

Military University of the Ministry of Defence of the Russian Federation

Law, The lawyer with knowledge of English and German languages

Tests, examinations

2007

Achievement test of information-legal programs "Garant"

NPP "Garant-service"

Professional development, courses

2016	Methods of reducing risks in a new environment. Antitrust Compliance. "AL RUD" Ltd.
2016	Additional professional education. Mini-MBA Professional. Law City Business School
2015	Training in new features of Microsoft systems Microsoft
2012	Transfer Pricing Seminar. The market range of profitability. KPMG
2012	Training courses for professional accountants Steck-audit, Diploma
2009	Seminar "Intellectual Property Law" CJSC "Trainings and seminars"
2007	Consultation workshop on "Required professional course in personnel work" Joint-Stock Company "Trainings and seminars", Certificate
2007	Business vocabulary of the German language Goethe Institute
2006	Internship as legal adviser "Eckstein & Partners" Ltd., consulting, 3 months
2001	Internship as legal adviser Central Food Directorate of the Ministry of Defense
1999	German language courses International language school LSI in Germany, Certificate

Key skills

Languages	Russian — native English — I am a fluent speaker German — I can attend an interview
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Further information

About me	<p>My management experience, multidisciplinary education and varied experience allow me to make decisions that are informed, effective and safe, from both a legal and a financial point of view.</p> <p>Have several times been thanked by the Bar for my professional achievements. Publications on legal topics in popular magazines.</p> <p>References available on request.</p>
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