

SALMA TAREK

Lawyer & Administrative Specialist

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Career Highlight

Driven Lawyer & Administrative Specialist with a graphic designing background. I am a general lawyer, with an experience in civil, commercial, labour, criminal, administrative and business law. I excelled in this environment not only for my legal expertise and academic skills but also for my interest and abilities in working with diverse clients from around the world. I have a very good experience in legal research in all kinds of laws.

.I have an experience in Civil law through filing and drafting lawsuits that are related.

Tools & Skills

Microsoft Office

Communication

Collaboration

Attention to Detail

Time Management

Work Experience

Lawyer

Khaled Ali Law Firm | Since July 2021 - Jan 2022

I am a general lawyer, with an experience in civil, commercial, labor, criminal, administrative and business law

- Worked on the State Council, labor issues, and dealing with relevant expert offices.
- Was in charge of taxes and real estate registration.
- Attended civil hearings in trial courts and courts of appeal in Egypt
- Attended more than 15 administrative defences in the Egyptian Council of State and more than 5 commercial defences in the economic court
- Drafted and reviewed various types of contracts (commercial agreements, franchise, employment contracts, Real estate and lease contracts) and participated in drafting memorandums and different legal papers and documents.
- Dealt with the general authorities (GAFI, Chambers of Commerce, Commercial Registry...).
- Excellent knowledge of labour and social insurance laws, Ability to handel investigations.
- Sufficient experience in attending and following up on complaints at labour offices and flexibility to make visits to the labour office and social insurance office, if needed.

Lawyer

Ahmed Saad Law Firm | Since Aug 2017 - Feb 2021

- Worked on different types of cases and administrative work.
- Wrote legal documents and contracts.

Freelance Graphic Designer

Since 2015 - 2022

- Work independently with small businesses and entrepreneurs to develop outstanding brands.
- Proficient in using various software designs (Adobe Photoshop, Illustrator, After Effects, InDesign, ..)
- Conceptualize and design marketing assets including business cards, banners, roll-ups, brochures, flyers, menus, catalogues, templates, and user/ technical guides.
- Maintain branding consistency across marketing templates, presentations and collateral brand documents.
- As part of the design process, I work closely with stakeholders/ founders to understand the voice, personality, and core messaging that shape the visual identity system, and accordingly convert ideas into creative designs.
- Optimize product/service images through resizing retouching, cropping, editing and format conversions.

Lawyer & Administrative Specialist

Work Experience

Junior Graphic Designer

Voo Delivery | Since Dec 2022 - Jan 2024

- Conceptualized and produced engaging and visually appealing designs for 30+ social media posts per week across different platforms, including graphics, videos, and reels.
- Was assigned to " **AMER GROUP** " one of the leading Real Estate Developers in Egypt to create social media and marketing assets.
- Oversaw photo and videography shoots on location, editing 50+ photos/videos for the Amer Group account per month.

Education

Fine Art Diploma, Helwan University

Jun 2018

Bachelor of Law, Cairo University

Since Sep 2012 - Oct 2016

Courses

Brand Strategy

Graphic School | Since 2022 - Now

- Principles of design (layout design, collage design, blending, maser visual, and shadow)
- Marketing for designers and how to analyze customers.
- How to write a story for the brand and create a strategy so that we can create a strong brand strategy.
- Principles of photography and how to photograph and adjust your lighting, review pics to use them in " Design for Motion "
- Principles of motion graphics and animation in After Effects to make a GIF.
- Montage, reels, and TikTok ads.

Nayzak Animation School

Jan 2023

Graphic Diploma

RCC Egypt | Sep 2016

Volunteering

Character Building Coach

Ihyaa Academy | Since July 2023 - Now

- Identify strengths and weaknesses and teach relevant skills, tactics, and techniques.
- Develop training programs and monitor and enhance performance by providing constructive feedback.

Languages

Arabic (Mother Tongue)

English (Very Good)