

PERSONAL INFORMATION **Matea Horvat**

📍 Prigorska 34, 10362 Kašina, Zagreb (Croatia)
 📞 +385992269516
 ✉ matea.horvat@odghz.com

POSITION **Legal professional**

WORK EXPERIENCE

26/01/2017–Present **Lawyer**
 Odvjetničko društvo Grahovac, Horvat, Žaper d.o.o., Zagreb (Croatia)
 -Criminal law
 -Litigation
 -Sports Law
 -Contrats

03/12/2013–25/01/2017 **Legal associate professional**
 Odvjetničko društvo Grahovac, Horvat, Žaper d.o.o., Zagreb (Croatia)
 -legal representation before the courts
 -drafting contracts, lawsuits, appeals
 -giving legal opinions regarding criminal and sports law etc.

EDUCATION AND TRAINING

01/04/2013–Present **Graduated at the Faculty of Law in Split** EQF level 7
 Pravni fakultet u Splitu, Split (Croatia)
 -Criminal law
 -Sports law
 -Litigation
 -Contrats

16/10/2015 **Bar Exam**

PERSONAL SKILLS

Mother tongue(s) **Croatian**

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2

University of Cambridge ESOL Level B2- International Legal English Certificate

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills -good communication skills gained through my experience as lawyer trainee and lawyer

Organisational / managerial skills -good organizational skills regarding lawyers profession including responsibility and dedication
- good team colleague

Job-related skills -mentoring skills

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid