**[Customer Service Real Estate](https://www.postjobfree.com/resume/ad1c5b/customer-service-real-foxborough-ma)**

**Location:**Foxborough, MA

**Posted:**November 22, 2023

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**Resume:**

Cosette Daou

10 Merigan Way, Foxboro, MA Cosette.g.daou@gmail.com (857)-576-1521

Objective

Associate Lawyer with strong sense of values, combining legal expertise, strong practical experience, excellent communication/negotiation skills and customer service seeks to establish a career with a major law firm committed to uphold and utilize the full strength of the law to help those in need find trust and solace in our judicial system. Career Summary

Highly focused, confident, dedicated and committed Associate Lawyer with over 4 years of experience representing clients in legal proceedings, providing counsel, and executing various services of legal transactions and litigation areas. Education

Master’s degree, Private Law (Concentration in Civil Contracts and Commercial Law), Holy Spirit University of Kaslik (USEK), Kaslik, Lebanon, Graduated: June 2017

Bachelor’s degree, Law (Concentration in Public and Private Law), Holy Spirit University of Kaslik (USEK), Kaslik, Lebanon, Graduated: June 2014

Achievement:

Robert Apery President of the Bar in Caen- France- Academic scholarship to travel for Internship in Caen-France. Faculty of Law- Dean’s Honor List (all terms)

Member of Beirut Bar association, Lebanon 2016, Lawyer number (13054) Law Professional Courses

Business Law, International Private Law, Corporate Law, Bankruptcy Law, Insurance Law, Banking Law, Public Finance, Fiscal Law, Law of literary and artistic property, Legal English, economics, Civil Law, Criminal Law, Commercial, Arbitration, Civil and Criminal Procedures Law, Real Estate Law . Certificates

Obtained a Certificate for completing an Inter-University Course (The Hague, The Netherland and Beirut) on International Criminal Law and Procedure participating in 14 conferences, organized in cooperation with T.M.C Asser institute and the special Tribunal for Lebanon. Obtained a Humans rights certificate organized by the USEK for participating in 5 related conferences. Professional Legal Experience

Associate Lawyer, Abou Anton Law, Byblos (Legal Firm in Lebanon) December 2020-To Present

• Assist with case work and support as needed, including proofreading and formatting pleadings, briefs, motions, and correspondence.

• Prepare for trial by preparing trial briefs, exhibits, subpoenas, evidence, and motions.

• Assemble case materials by collecting, organizing, and summarizing information, documents, reports, and evidence.

• Prepare contracts working with clients and class members to develop internal policy.

• Carries-out follow-up communication with clients and responds to client questions where appropriate and as needed.

• Performs legal record-keeping and internal database maintenance.

• Analyze Law in relation to the situation of a clients to understand their needs, counseling them about the Law and legal options and negotiating settlement agreements of disputes on their behalf.

• Effectively represent clients in criminal and civil court proceedings and attends interrogation hearings and trials.

• Advises clients regarding claim liabilities, business transactions, compliance and legal rights and obligations.

• Present cases information to Juries and Judges in court and followed up on official paperwork’s of all kind, informing clients about their potential risks.

• Follow up at government departments, writing pleadings and defenses, attending courts hearing, working in 36 corporate cases including public opinion cases.

• Provides real estate business contracts including but not limited to writing rent, sell, division, companies, and warning contracts.

• Research law by studying laws, statutes, constitutions, regulations, court opinions, including precedents and reasoning, and trends using standard print texts and computers; preparing legal memoranda. Assistant Lawyer, Basil Law, Byblos (Legal Firm in Lebanon Specializing in Real Estate law and Personal Injuries) November 2016-November 2020

• Prepared legal drafts by assembling and organizing information for legal forms and documents, including complaints, declarations, discovery requests, responses, and other pleadings.

• Provided peace of mind to clients by taking care of all their related issues so they can focus on their non-legal matters.

• Retained expert witnesses and prepared cases for trial.

• Drafted correspondence to various third parties, including insurance companies, attorneys, and opponents.

• Performed basic titled research and collected specific properties data.

• Prepared and managed closing checklists and many other aspects of residential real estate conveyancing.

• Maintained calendar by entering and updating requirements, court dates, and meetings. Legal Assistant, Feghali Law. Beirut (Legal Firm in Lebanon), Jan 2014-November 2016

• Provided legal assistant support to 4 Attorneys, including planning motions and pleadings organizing, assembling, and arranging papers for use in legal processes and scheduling courts journalists.

• Assisted several Attorneys and Paralegals with case preparation, file management and administrative needs.

• Communicated with clients, typed correspondence, handled phone calls and client contact.

• Prepared and filed claims on behalf of the supervising Attorney.

• Scheduled and confirmed appointments between clients and the Attorneys.

• Researched of advanced legal concepts and terminology, formats, and citations.

• Worked with office team to ensure each client's needs are met and cases handled expertly.

• Documented and organized inbound mail

Notary Public Assistant, Awatef Souaiby Notary Public Office, Jounieh (Sep 2013- Dec 2014)

• Prepared/Assisted in writing power of attorney deeds.

• Took charge of the office during the absence of the notary public.

• Gave legal advices for paperwork.

Tutor Center for Learning Center, University of Hol y Spirit Kaslik, 2011-2013

• Directed weekly study groups for undergraduate students in Civil, Criminal, Commercial, Arbitration – Civil and Criminal Procedures Law and Real Estate Law.

• Explained concepts and provided students with problem-solving techniques. Key Skills

• Perform well under tight deadlines and maintain patience in high pressure situations.

• Work collaboratively in a team environment.

• Verbal and written communication skills including spelling, grammar, and proofreading in Arabic and French.

• Expert knowledge of Microsoft Word. Advanced Knowledge of Microsoft Office 2010 (Outlook, PowerPoint, Excel) and Adobe.