

Letícia Paredes

Letícia Paredes joined Legal Latin Advisors in May 2024 to take on the role of Office Manager. Her extensive professional experience enables her to provide support in key areas of the firm, such as personalized client service and support for the firm's internal management, allowing the firm to be operated in an organized and efficient manner and to provide impeccable customer service to our clients.

Academic background

Law degree from Lusíada University of Lisbon

Preparation Course for Authorized Collaborator of Notaries – Notaries' Association (2018)

Trainee Lawyer - Bar Association of Lisbon (2019)

Experience

Client service, administrative support, and internal office management.

Fostering communication and motivation among the firm's staff, including partners and other employees.

Organizing administrative tasks, managing calendars and tasks for partners and other staff.

Working with the firm's IT team.

Supporting the financial area by preparing accounting reports.

Managing legal documentation and supporting procedural acts.

