

ELENA GUILLET - Curriculum Vitae

Email: eguillet@velaw.com

Qualifications: Admitted in August 2021

Current employer: Vinson & Elkins RLLP

Current Job Title: Associate

Experience

Complex Commercial Litigation

- Acting for Middle-Eastern state-owned entity in ICC arbitration relating to a salvage project:
 - Assist with the drafting and finalisation of submissions from the Rejoinder and Reply to Counterclaims to the Reply Post-Hearing Briefs;
 - Draft cost and reply cost submissions;
 - Attend virtual hearing; and
 - Assist with general document management tasks.
- Representing an international exploration and production company in a dispute regarding environmental warranties relating to Latin American assets:
 - Draft memorandums of advice on legal questions relating to the SPA;
 - Correspond with client and take part in weekly meetings; and
 - Draft sections of the Request for Arbitration.
- Acting for an international engineering company against the contractor consortium in an ICC arbitration:
 - Assist with general document management tasks, such as collating evidence for witness statements, preparing witness preparation packs; corresponding with witnesses regarding submissions and hearing preparation;
 - Assist in filing of 50 witness statements;
 - Prepare for and attend month-long evidentiary hearing; and
 - Review transcripts.
- Acting on a number of ICC arbitrations in connection with the design and construction of a major maritime project in Central America:
 - Draft sections of the quantum submissions;
 - Prepare legal research memorandums.
- Representing a Chinese-owned exploration and production company relating to interests under a joint venture in West Africa:
 - Assist in writing memorandums of advice relating to disputes on audits under a joint operating agreement and PSCs
- Representing an international EPC contractor and specialist waste-to-energy plant provider in an adjudication:
 - Assist lead associate in preparing the submissions;
 - Draft sections of witness statements; and
 - Prepare for and attend adjudication hearing.
- Acting for an insurance company in TCC and Court of Appeal proceedings:
 - Prepare Court of Appeal bundles;
 - Draft interparty and court correspondence; and
 - Prepare Statement of Costs.
- Assist partner in preparing a request for funding memorandum on a dispute between an engineering firm and a West African state-owned entity.
- Write several articles on legal developments: virtual hearings, the interplay between arbitration and insolvency proceedings, the impact of Covid on international arbitration.

OTHER EXPERIENCE

I completed the Blue Book traineeship at DG Energy, European Commission in 2016. I assisted with the preparation of new policies, reviewed national initiatives relating to energy efficiency and took part in meetings between the European Commission, European Parliament and Council on the new energy legislation package.

From 2016 to 2018, I worked as a consultant for the energy and construction sectors at a lobby firm, Logos, in Brussels. I managed accounts, wrote memorandums on new EU legislation for clients and took part in meetings with EU politicians on policy developments.

EDUCATION

September 2018 - August 2019 **BPP Law School, LPC – Distinction**

September 2015 – July 2016 **University College London, LLM in International Energy Law - 2:1**

September 2014 – June 2015 **City University London, GDL – Distinction**

September 2011 – July 2014 **University of Exeter, BA in English Literature - 2:1**

July 2011 - **European School of Brussels of Brussels II, European Baccalaureate - 90.72/100**