

VERONIKA GRUBENKO

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EXPERIENCE

RGD International Central Asia, Toshkent, Uzbekistan

8/2023 - now

Associate – International Arbitration and Litigation

- Assist senior associates, partners, and counsel with advising and representing clients in international commercial arbitrations
- Draft and review written submissions
- Assist in preparation of document production and review process
- Liaise with clients, witnesses, and experts
- Conduct and supervise legal research

Law Offices of Alla V. Vorobets, Orangevale, CA, United States

5/2023 – 6/2023

Attorney at Law

- Draft and review demands, pleadings, motions, discovery, and other procedural documents for California state and federal civil litigation
- Draft comprehensive legal memoranda and briefs to support client position
- Effectively communicate with clients and maintain strong client relations by providing regular case updates and timely addressing client concerns
- Communicate and correspond with insurance companies and opposing counsels
- Participate in mediation and settlement negotiations

Law Offices of Alla V. Vorobets, Orangevale, CA, United States

9/2022 – 5/2023

Law Clerk

- Drafted and reviewed demands, pleadings, motions, discovery, and other procedural documents for California state and federal civil litigation under attorney's supervision
- Conducted thorough legal research using LexisNexis
- Assisted attorney at depositions
- Managed case files, maintained case calendars, and ensured compliance with state and federal court deadlines and filing procedures
- Observed court proceedings, including hearings, client interviews

NCR Corporation, Atlanta, GA, United States

1/2022 – 4/2022

Corporate Counsel Extern

- Drafted memorandum on new data-privacy legislation in Botswana, and crypto licensing processes in Canada, including both federal and provincial level legislation and regulations
- Contributed to contract drafting, including non-disclosure and compliance reliance agreements
- Researched interrogatories and RPDs for an employment dispute

TMK, Moscow, Russia

2/2020 – 7/2021

(Leading producer of tubular products for the oil and gas industry worldwide)

Senior In-House Counsel

- Negotiated multiple six-figure (USD) international goods supply, services, agency, and license agreements on behalf of TMK ME (Dubai), TMK AG (Switzerland), and TMK (Russia)
- Assisted litigation team to prepare contract breach claims therefrom
- Revised company's internal policies, standards, procedures, and contract templates on personal data protection; oversaw TMK Group's new website launch and operation
- Resolved legal issues as part of the team tasked with implementing an e-learning platform that increased staff training efficiency by 25%

TMK, Moscow, Russia

6/2017 – 2/2020

In-House Counsel

- Drafted and reviewed Russian and international contracts
- Resolved pre-trial Russian and international contract disputes arising from contracts entered into on behalf of TMK ME (Dubai), TMK AG (Switzerland), and TMK (Russia)

BAR ADMISSION

- California (Bar #: 349297);
- Eligible to practice in Russia

ADDITIONAL INFORMATION

- *Languages:*
 - English: full professional proficiency; Russian: native speaker; French: beginner
- *Skills:* legal research, legal writing, negotiations, collaboration, ethics, client management, time
- *LexisNexis Certification:*
 - Part 1: Proficiency Certification;
 - Part 2: Practice-Ready Certification

- Created efficient procedures for the company's corporate professional development and legal departments that reduced contract approval time by 20%

LLC FR&R Rus, Moscow, Russia
(Russian division of Swedbank Group)
Junior In-House Counsel

2/2014 – 6/2016

- Supported legal team and senior management in facilitation of Swedbank's assets sale and winding up on the territory of the Russian Federation
- Conducted comprehensive legal research on contractual, procedural, administrative, litigation, and corporate legal issues; administered issuance and tracking of powers of attorney

EDUCATION

University of Georgia School of Law, Athens, GA (Ranked #20 in Best US Law Schools)

LL.M., May 2022

GPA: 3.82/4.0

Honors: School of Law Merit Scholarship; Tuition Equalization Scholarship

Activities: International Law Students Association
Privacy, Security, and Technology Law Society

Moscow State Institute of International Relations (MGIMO), Moscow, Russia

LL.M. (Honors), June 2017

Class Rank: Top 7% of graduating class

Honors: Merit-based full tuition government scholarship

Moscow State Institute of International Relations (MGIMO), Moscow, Russia

LL.B., June 2015

Activities: MGIMO Debate Society