

CURRICULUM VITAE



General information:

First name/ Surname: **Dmytro Stelmashchuk**

Date of birth: **19 February 1989**

Education: **higher, speciality «Law study» (Master of law)**

Professional experience: **over 6 years**

Place of residence and work: **Lviv**

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Education:

Higher – **Ivan Franko Lviv National University, Faculty of Law** (full-time department). Average score of progress 4,8. Master of Law (economic and legal specialization).

Military Department at **Petro Sagaydachnyi Army Academy** (specialization – prosecutorial and investigative supervision, inquiry in the Armed Forces). Average score of progress 4,8. Military rank – sublieutenant)

Work Experience:

Deputy Director of Legal Affairs – Public organization «SAMOPOMICH» - since 01 June 2013:

<http://samopomich.org/>

- Development of advocacy and strategic planning for the current year
- Representing the organization in its relations with regional authorities
- Development of internal organizational and legal documents projects (regulations, instructions, rules etc.) and local legal acts, participation in the conciliation meetings and workshops to discuss projects of the acts.
- Legal analysis and final signing of cooperation memorandum projects, agreements to be signed on behalf of the organization.
- Interaction with donor, partners, grant organizations and sponsors (negotiations, meetings, legal references completing, conclusions, responses to inquiries).
- Representing the organization on legal issues relating to cooperation with partners - national and international public and governmental organizations (including legal assistance).
- Participation in meetings, workshops on assignment of organization management (including conducting of conciliation meetings, negotiations, claims, etc.) and presenting legal position of the organization.
- Conduct resonance and complex collective cases.

Lawyer – Public organization «SAMOPOMICH» - since 01 June 2011 – 01 June 2013:

<http://samopomich.org/>

- Claim-lawsuit work (claims, objections, references, solicitations, appeals, acts-claims and other legal documents completing).
- Development of contract, acceptance and transfer protocols, tender (competition) documents, statutory documents, protocols and legal solutions projects.
- Legal support of relationships with employees (employment history and personal files conducting, development of staff list, internal regulations, development of orders for the head – acceptance, leave, dismissal, employment contract registration at the employment center, etc.).
- Litigation and cooperation with public authorities (Lviv city council, district administrations, the Technical Inventory Bureau, prosecution and bodies of internal affairs).
- Providing of verbal and written legal consultation in civil, family, land and housing law.
- Collaboration with grant organizations, organization and support of donor organizations grant projects.
- Conducting of official documents of the organization and knowledge of HR Administration.

Jurisconsult – International Foundation «Vidrodzhennya» - 01 June 2011 – 01 February 2012:

<http://www.irf.ua/>

- Pre-trial (administrative) settlement of disputes with the fiscal authorities.
- Supporting of economic and administrative affairs.
- Preparation and development of all types of contracts and internal regulations of enterprises and organizations
- Legal examination of documents related to enterprises activity
- Preparation of legal conclusions.
- Legal audit (Legal due diligence).
- Appeal of Road Patrol Service resolution in court.
- Completing of supply, sale agreements and contracts.
- Work with statutory documents of entrepreneurial and non-entrepreneurial ownership.

Junior Associate - Law firm «Kozakov and Partners» - 01 November 2010 – 01 June 2011:

<http://www.kozakov-partners.com/>

- Claim-lawsuit work (claims, objections, references, solicitations, appeals, acts-claims and lawyer requests completing).
- Representing clients' interests in the district courts of the city, the Commercial Court of Lviv region, Lviv Economic Court of Appeal, the District Administrative Court of the city.
- Legal support of the enterprises in the field of tax law (appeal of tax decisions-messages administratively and judicially, appeal of audit results of fiscal authorities, tax laws clarification etc.)
- Collaboration with fiscal authorities (regional STI, STA in Lviv region, Department of SBP in Lviv region): licensing (alcohol, tobacco), trade patents, different types of information (including certificate of the taxpayer registration) cash registers registration.
- Cooperation with the Civil Registration of Lviv City Council: getting of extracts from the documents, reports from the Unified State Register, confirmation of information about entities, procedure of registration and liquidation of entities and individual entrepreneurs.
- Monitoring of legislation, search and generalization of judicial practice in specific cases, holding of legal due diligence, preparation of informative and analytical references, law clarification, extracts from legislation, written consultation.

Specialized training:

Legal Department of Lviv City Council (Department of judicial work) – 01 February 2010 – 01 September 2010:

<http://city-adm.lviv.ua/>

- providing of oral and written legal consultation at Lviv Municipal Enterprise and district state administration
- claim-lawsuit work (statement of claims, complaints, acts of claims...)
- representation of citizens in the public authorities
- the creation of databases of legal issues for citizens (manuals, brochures, etc.)
- writing of articles on legal topic
- analysis of legal and economic documents
- cooperation with public organizations.

Professional Experience:

- In 2013 gained the status of lawyer and received certificate of advocacy activities.
- Since 2011 was coordinator and expert on legal issues in international projects of Development Programme of the United Nations ([UNDP](#)) and Academy of Folke Bernadotte / Sweden ([Academy of Folke Bernadotte](#)).
- Since 2010 together with human rights organizations have successfully implemented [more than 10 human rights projects and initiatives](#) in the city of Lviv and Lviv region.
- Experience of public human rights work is over 6 years starting from 2007. Being the student of the second year he started providing legal consultation in Lab of Practical Law at Law Faculty of Ivan Franko National University, who was part of the network of the [Association of Legal Clinics of Ukraine](#).
- Concerning experience in the sphere of economic and legal specialization (corporate disputes and maintenance of enterprises business activity) it lasts for about 3 years starting from June 2010. At that time I started my professional activity in the sphere of corporate law.
- Since 2009 I took part in consideration of more than 30 legal actions, 80% of which are corporate disputes.

Honours and Awards

- Diploma of [Lviv mayor](#) for special contribution to the development of the city – 2010. (*Participation in the program of internships of Lviv City Council «[The first career step](#)» and innovative projects implementation*).
- Acknowledgement of Legal Department of Lviv City Council for active work in the implementation of free legal aid in Lviv. - 2011. (*For work as coordinator of the Centre of legal information and consultationi «[Legal service for Lviv residents](#)»*).
- Certificate on international program of distant education for lawyers completing - 2012p. (*Program is certified by [European Humanitarian University](#) (Vilnius, Lithuania) and underwent external review from the leading organization in the field of distant education of human rights [Human Rights Education Association](#)*).
- Certificates on professional trainings for lawyers and advocates (4 items) - 2011-2013. (*Educational programs, seminars and trainings were organized by experts of [Association of lawyers of Ukraine](#) within regional and national measures*).

Languages:

- Ukrainian – mother tongue;
- Russian – fluent;
- **English –Upper Intermediate (Legal English)**
- Polish – Elementary

Skills:

- Fluent PC and modern information technologies;
- Information and searching legal systems: Liga Zakon, NAU, Infodisc
- Office programs: MS Office (Word, Excel, Powerpoint), Internet (MS Explorer, Opera etc.), E- mail.

Public activity:

The director of the human rights community center «[Legal Service](#)», President of Human Rights Defenders Association of Ukraine, member of Association of Lawyers of Ukraine, Th European Law Students' Association ([ELSA](#)) and Youth Public Organizationi «Association of Law Students».

Personal qualities:

responsibility, sociability, initiative, determination, perseverance, punctuality, ability to work in team.