

Eva Manolova

Education:

2019 - 2023 | University of Central Lancashire, Cyprus (LLB Hons)

- Result: 2:1 (68%)
- Double-awarded degree (two certificates) that is recognised in both England and Wales, and Cyprus
- Erasmus+ Programme – Exchange Student (2021-2022)

2017 - 2019 | Xenion High School, Cyprus (Apolytirion)

- Result: 94.33/100%
- English Literature (96%), German (94%), Art (87%)

Legal Experience:

August 2024 – Present | Legal Advisor, Harris Kyriakides, Cyprus

- Conducting legal research to advise international and national clients regarding commercial disputes, such as personal injury, motor insurance, and taxation.
- Dealing with sudden urgent tasks, whilst ensuring that the impact on my overall schedule is minimised and that all instructions are met without compromising on quality.

August 2023 – July 2024 | Legal Trainee, Harris Kyriakides, Cyprus

- Year-long legal traineeship under a partner's supervision in insurance and civil procedure law.
- Took minutes during court hearings and appeared in court with junior lawyers and partners.
- Prepared memorandum letters to international and national clients, providing updates on the law and how it impacts their cases.
- Kept track of mutual tasks with colleagues and regularly communicated by sharing progress and flagging critical issues.
- Observed meetings with clients and took initiative to propose next steps to my colleagues.

May 2022 | Intern, Ashwood Solicitors Limited, UK

- Voluntary role under a solicitor's supervision in an immigration law firm.
- Kept office running smoothly by filing each clients' case files.
- Gained insight into the sector through researching relevant statutes, legal articles, and case law.

Non-legal Experience:

August 2023 – Present | Executive External Associate, Procedural Law Unit, University of Cyprus, Cyprus

- Responsible for supervising an assigned team and coordinating each team members' tasks, with focus on researching a legal topic of interest (particularly in civil procedure) and partnering with research institutions on combined projects as national experts and/or research organisation.
- Attending client meetings on behalf of the co-director and representing the Procedural Law Unit research organisation.
- Collaborating with authors and successfully enhancing the editing process, resulting in my name being included in the contributions page of the publication.

- Writing and publishing short news items about the latest legal updates on our social media platforms.

June 2023 – July 2023 | Barista, Starbucks, Cyprus

- Attended group seminars and collaborated with colleagues on group presentations.
- Mastered recipes, ensuring accuracy in orders and customer satisfaction.
- Kept calm under pressure during rush hour and online orders.
- Addressed and resolved customer complaints, such as wrong orders or broken merchandise.

2018 - 2022 | Cashier, Zorbas Bakery, Cyprus

- Summer part-time work whilst pursuing degree.
- Ensured accuracy in transactions, handling of money, and maintained inventory records.
- Upselling products or services, promoting special offers, and contributing to revenue generation.

Extra-curricular Activities and Achievements:

2022 | Member of UCLAN Cyprus Law Society

- Worked collaboratively with peers on group projects, promoting the society by organising social events and moot competitions to achieve common goals.

2020 | Student Representative

- Addressed issues with the syllabus and student concerns in official meetings with faculty or administration, negotiated and proposed solutions.

Volunteering

- Volunteered in university-led conservation projects, currently volunteering in a local animal shelter.
- Yearly 5K corporate runs supporting local charities.

Hobbies

- Regularly engaging in gym workouts and yoga sessions to maintain physical health and mental well-being.
- Dedicated to learning languages, currently studying Greek to enhance cross-cultural communication and understanding.

Additional skills:

Languages

- **English** (fluent/near native) | **Bulgarian** (native) | **Greek** (intermediate) | **German** (beginner)

IT Knowledge

- Proficiency in Microsoft Office products including Outlook, Word, Excel, PowerPoint and SharePoint.

References available upon request.