

Maria Victoria Warner

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As the attached resume indicates, I have diverse experience. This has helped me to discover and hone traits of my character in unique ways. For instance, while working within the Russian court system, my organizational and communicative skills were much improved by working with many types of legal documents. In the frenzied atmosphere of preparing for important legal battles constrained by tight deadlines, I had to become well organized with exceptional time management skills.

While attending law school in the U.S., I made all A's in every class for every semester (over a third of my grades are A+'s with only one A-). I made the "Dean's List" every semester and graduated Valedictorian with a GPA of 3.99. My professors attributed my success to my high analytical skills and extreme attention to details. Recently, I took the AL Bar exam and scored in the top ten percentile on my first attempt.

I did volunteer work for "Hands-On Greater Huntsville" as a lawyer's assistant and Russian-English interpreter. I performed these duties at the Huntsville/Madison County Courthouse. On one occasion, the presiding judge actually allowed me to represent an indigent Russian woman in a child custody hearing. Even though the woman could not communicate in English, with my assistance we won our case! When the hearing concluded, the judge and even the opposing attorneys remarked how well I had performed my duties.

While in law school, I occasionally worked as an English-Russian legal translator/interpreter for Kinder Law Firm in Birmingham. On several occasions, I traveled to Birmingham and Bessemer courthouse to provide translation/interpretation services in a divorce case. It was a great opportunity to gain valuable first-hand experience watching and learning from seasoned attorneys in action.

Law has always been a passion of mine. Growing up as a child, I knew that I wanted to work within the legal realm. I could not imagine doing anything else! Even before I was accepted into law school in Birmingham, I decided to take paralegal classes at Calhoun Community College, and I made straight A's.

All of my employers have found me to be a person who is willing to spend extra time, and even my own personal time, to get the job done right. I am somewhat of a perfectionist. No matter what it takes to achieve all goals and complete all tasks, I always try to do my very best. Having superlative time management skills, I do not procrastinate and see to it that all tasks are carried out to completion. I have always been a very energetic, self-motivated, and self-driven person. Even as a young 3-year-old Russian child studying English, I wanted to learn the very best English grammar and vocabulary possible. I now speak English as well as I do my native language.

While working as a receptionist at Marriott, I proved myself to be a great leader and a valuable team player. I enjoy taking on strong leadership roles. I was in charge of the hotel each evening, night, and sometimes during the day when my boss was out. I was the "Acting Manager on Duty". During this time, I had to act promptly and make important "executive" decisions. My duties included managing employees, meeting deadlines, and making sure our customers were happy and satisfied with our service. I enjoy a good challenge, and there were plenty with that job.

When I was working at Bogomolov & Burdachev law firm, one of the partners commented how quickly I "caught-on" and understood instructions the first time they were provided. The job was very demanding and gave me an opportunity to show what I was capable of doing. I excelled in that position, even though I was fresh out of college and had no prior experience.

In conclusion, I am a positive and communicative person who can adapt to new conditions and situations. I am personable, yet responsible, and very discrete, and professional. I think my background and experience in foreign law provides me with a unique insight and allows me to view things from a different perspective, thus making me a more valuable addition to your team. I would like the opportunity to put my skills and experience to work for you and your law office.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

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Job Objective Associate Attorney

Education University: Birmingham School of Law

Degree: Juris Doctor

Aug 2017 – Dec 2020

GPA: 3.99/4.0 (Valedictorian)

University: Calhoun Community College

Curriculum: Associates, Paralegal

Aug 2016 – Aug 2017

GPA: 4.0/4.0

University: Siberian Academy of Public Administration

Degree #1: Juris Doctor

Graduated: Jun 2005 with honors

GPA: 3.9/4.0

Degree #2: Professional Interpreter in Legal Realm (Eng.-Rus.)

Graduated: Jun 2005 with honors

GPA: 3.9/4.0

University: Siberian University of Technology

Management courses

Secretarial courses

Graduated: Jun 2001

GPA: 4.0/4.0

High School: Krasnoyarsk School #20

Graduated: Jun 2000

GPA: 3.9/4.0 (honor medal recipient)

Bar Admissions

Dec 2021

Alabama State Bar

Jun 2005

Russian Federation

Licenses

Feb 2022 – Feb 2026 Alabama Notary Public

Nov 2022 - Present Guardian ad litem

Languages

English – fluent

Russian - Fluent

Experience

May 2022 – Present **Warner Law** (Huntsville, AL)

- Sole Practitioner

Feb 2022 – Apr 2022 **Rahmati Law Firm, LLC** (Huntsville, AL)

- Attorney (Real property law)
 - Worked in Qualia software
 - Prepared pre-closing, closing, and post-closing documents and mail-outs
 - Assisted during closings
 - Drafted title commitments and other legal documents

Jun 2018- Jul 2019 **Kinder Law Firm, LLC** (Birmingham, AL)

- Translator/interpreter in a divorce case

Jan 2012 – Aug 2016 Style- **by-V** (Huntsville, AL)

- Owner & Consultant
 - Designed commercial ads for both radio and newsprint.
 - Created and ran advertising promotions
 - Performed all book-keeping (business and customer related)
 - Entered customer account data and scheduled appointments
 - Provided a great customer experience

May 2011 - Sep 2011 **Marriott International** (Springhill Suites, Huntsville, AL)

- Front desk receptionist/clerk/administrator
 - In charge of the hotel at night, making executive decisions
 - Responsible for providing a great customer experience
 - Ran cash register and entered account data into computer database
 - Used multi-line phones, fax machines, printers, credit card machines, etc.
 - Dealt with complaints, resolving any and all problems with very limited resources

Sep 2008 – Feb 2011 **“Hands-On Greater Huntsville”** (Huntsville, AL)

- Lawyer's assistant
- Russian-English translator and interpreter

Jun 2005 - Nov 2007 **Bogomolov & Burdachev Law Firm, LLC** (Novosibirsk, Russia)

- Associate Attorney
 - Advised clients regarding claim liabilities, business transaction compliance, and legal rights and obligations
 - Interpreted regulations, rules, and laws for individuals and business entities
 - Presented case information to juries and judges in court
 - Evaluated findings and developed strategies and arguments in preparation for court appearances
 - Gathered evidence to formulate defense cases or initiate legal proceedings
 - Conducted interviews with witnesses, clients etc.
 - Prepared and drafted various legal documentation
 - Negotiated settlement agreements in civil disputes

Jul 2004 - May 2005 **Russian Federation Arbitration Court** (Novosibirsk, Russia)

- Judge's assistant
 - Prepared & sorted court documents
 - Filed legal documents
 - Entered data into computer system
 - Attended court hearings
 - Prepared legal forms
 - Typed and prepared case files

May 2003 – Oct 2003 **Odeon Tours** (Novosibirsk, Russia)

- Interpreter
- Tour Guide

Skills

- ◆ Excellent oral and written communication skills
- ◆ Excellent research and writing skills
- ◆ Good working knowledge of MS Office products (Word, Excel, Explorer., etc.)
- ◆ Very good understanding of the Internet and search engines

College Projects

- ◆ Wrote thesis “Comparative analysis of tobacco legislation cases in USA and Russia”
- ◆ Wrote “Russia and America, similarities and differences”
- ◆ Wrote “Bank operations using bank notes”

Honors

- ◆ Valedictorian, (BSL, Class of 2021)
- ◆ Received Birmingham School of Law scholarship
- ◆ Member of the JHL honor society
- ◆ Awarded Exemplar Mnemonist in Constitutional law I & II
- ◆ Awarded Outstanding Lexicographist in Constitutional law I & II
- ◆ Winner of several regional English language interpretation competitions
- ◆ Won award for history competition (comparative analysis of Russian and American tobacco legislation)

- ♦ Received several medals/awards in High School for academic achievements

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