

ANDRÉ SILVA VILELA

AV. LA SALLE ESQ. CALLE 3 ESTE, CONDOMINIO EQUIPETROL, PLANTA BAJA
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EDUCATION

Universidad Privada Franz Tamayo "UNIFRANZ" Lawyer	Santa Cruz, Bolivia 2019-2023
TIRANT LO BLANCH Diploma in International Commercial Arbitration	Virtual-Colombia/España 2023-2023
Universidad Católica Boliviana "San Pablo" Diploma in Legaltech and Innovation	Virtual-Cochabamba, Bolivia 2023-2024
Fundación Carlos Slim Business Intelligence Technician	Virtual-Mexico 2023-2024

EXPERIENCE

Becerra de la Roca Donoso & Asociados S.R.L. (BDA ABOGADOS) Intern <ul style="list-style-type: none">Assistance in regulatory control, reporting, and analysis. Periodic corporate governance management. Support in managing and monitoring arbitration, judicial, and administrative litigation. Preparation of legal reports as required. Tracking of procedures.	Santa Cruz- Bolivia 2019- Present
ONG AIESEC BOLIVIA Member <ul style="list-style-type: none">Assistance in resource management: Investment definition, account control, financial statement analysis, sustainability strategies, audits. Legal process management: Contracts, inter-institutional agreements, representation, legal audits.	Santa Cruz, Bolivia 2024-Present
Servicios Legales Corporativos (SELECORP) Legal Assistant <ul style="list-style-type: none">Attention and monitoring of judicial and arbitration processes. Classification and analysis of legal and administrative information for consultation purposes. Preparation of legal documents.	Santa Cruz- Bolivia 2023-2019
Independent Attorney Legal Assistant <ul style="list-style-type: none">Attention and monitoring of judicial processes. Tracking of procedures across various areas and institutions. Classification and analysis of legal and administrative information for consultation purposes. Preparation and negotiation of contracts. Business advisory services. Preparation of reports and statements on legal proceedings.	Santa Cruz- Bolivia 2019-2023
Second Public Court in Civil and Commercial Matters Intern <ul style="list-style-type: none">Collaboration with all court officials. Management of active case records, pre-archive, or judicial archive. Preparation of various court statements in legal proceedings.	Santa Cruz- Bolivia 2022-2022

OTRAS ACTIVIDADES

ROTARY – INTERACT CLUB Internal Treasurer and Officer Treasurer	Santa Cruz, Bolivia 2015-2017
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LANGUAGES AND SKILLS

- Spanish. English intermediate.
- Microsoft office management. ChromeOS management.