

YASMIM KOLODZIEJSKA D'ÁVILA

ADMINISTRATIVE & LEGAL SUPPORT PORTFOLIO

Organized, reliable and detail-oriented support for businesses and professionals who need help with documents, spreadsheets, client communication, research, data entry and day-to-day operations.

Porto Alegre, Brazil • Remote availability
yasmindavila12@gmail.com • +55 51 99160-9002

Professional Profile

Law student in the 8th semester with experience in administrative routines, customer service, document organization and review, data updates in systems, deadline control and team support. Professional background includes the Court of Justice of the State of Rio Grande do Sul and a law firm, with hands-on experience using Microsoft Office, Excel, Google Workspace and eproc.

What I Can Help With

Administrative Support	Customer Support
Spreadsheets, data entry, document control and routine organization	WhatsApp, e-mail, follow-ups and clear communication
Document Formatting	Research
Word documents, reports, templates and file organization	Online research, information gathering and structured summaries
Legal Administrative Support	Remote Assistance
Case tracking, deadlines, document organization and legal research	Task follow-up, system updates, calendars and operational support

Experience Highlights

Tribunal de Justiça do Estado do Rio Grande do Sul (TJRS)

Law Intern • Jun 2025 - Present

- Process and document review, case follow-up and deadline control.
- Drafting of minutes, official communications and administrative/legal documents.
- Public service and virtual assistance, with clear and accurate information handling.
- Use of eproc and internal systems for consultations, records and process updates.
- Work with high-volume demands requiring organization, precision and time management.

Cavalcanti & D'Ávila Advogados Associados

Administrative Assistant / Law Intern • Mar 2024 - Dec 2024

- Client support and administrative assistance.
- Organization and archiving of physical and digital documents.
- Legal research in legislation, doctrine and case law.
- Process follow-up, deadline control and workflow organization.
- Support in drafting and reviewing legal and administrative documents.

Tools & Skills

Microsoft Office	Google Workspace
Word, Excel, PowerPoint, Outlook	Docs, Sheets, Drive, Gmail
Legal Systems	Core Skills
eproc and process platforms	Organization, communication, time management, attention to detail
Administrative	Customer Support
Data entry, document control, spreadsheets, follow-up	E-mail, WhatsApp, service and relationship
Research	Work Style
Internet research and legal research	Proactive, responsible, reliable and quick to learn

Education

Bachelor's Degree in Law • IBGEN - Instituto Brasileiro de Gestão e Negócios

8th semester • In progress

Portfolio Samples

The examples below are demonstrative portfolio pieces created to showcase my work style. They do not contain confidential or client information.

1. Administrative Task Tracker

Example of a simple spreadsheet structure for organizing tasks, deadlines and status updates.

Task	Owner	Deadline	Status	Priority
Update client records	Admin	12 Aug	Done	High
Review pending documents	Admin	13 Aug	In progress	High
Send follow-up e-mails	Support	13 Aug	Pending	Medium
Archive completed files	Admin	14 Aug	Pending	Low

2. Client Follow-up Tracker

Example of organized customer follow-up for WhatsApp/e-mail support and pending requests.

Client	Channel	Last Contact	Next Action	Status
Client A	WhatsApp	10 Aug	Confirm documents	Waiting
Client B	E-mail	11 Aug	Send update	In progress
Client C	Phone	11 Aug	Schedule call	Pending
Client D	WhatsApp	12 Aug	Close request	Completed

3. Legal Administrative Support

Example of a non-confidential case-control structure for tracking deadlines, documents and next steps.

Matter	Document	Deadline	Next Step	Status
Case 001	Initial filing	15 Aug	Review attachment list	In progress
Case 002	Court notice	16 Aug	Register deadline	Pending
Case 003	Supporting docs	18 Aug	Organize digital folder	Pending
Case 004	Final document	-	Archive and close	Completed

My Working Approach

- Clear communication and reliable follow-up.
- Accurate organization of information, documents and deadlines.
- Confidentiality and professional handling of sensitive information.
- Fast adaptation to new tools, systems and workflows.
- Commitment to deadlines, quality and consistent delivery.

AVAILABLE FOR REMOTE ADMINISTRATIVE & LEGAL SUPPORT

Up to 40 hours/week • Project-based or ongoing support

Contact

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