

# Abla Hafdi

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## SUMMARY OF QUALIFICATIONS

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- Over 2 years of experience in French politics
- Strong background in law and global politics
- Proven skills in policy, public relations, contract, corporate and employment law
- Demonstrated ability to work in a team, management and be proactive
- Professional communication skills include fluency in English, French and Arabic
- Recent graduate MS.cs in Public Administration
- Computer skills include: MS Office, WordPress, Babbler, Photoshop and PhotoFiltre

## PROFESSIONAL EXPERIENCE

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### **Intern**

**September 2019 — October 2019**

*Nadine Girault (Minister of Foreign relations and la Francophonie and MP of Bertrand), office of the Minister, Québec, Canada*

- Draft speeches and public announcement materials
- Develop communication tools related to social media publications
- Understand, analyse and advise on international issues related to Quebec
- Provide deep understanding of the European and French political scene

### **Parliamentary Assistant**

**October 2017 — September 2019**

*Isabelle Valentin (MP of Haute-Loire, member of the social affairs Commission), Assemblée Nationale, Paris, France*

- Analyze patterns of enquiries and produce reports
- Attend meetings as required and represent the MP of Haute-Loire
- Deal with standard queries from members of the public
- Draft responses to constituents, ministers and other bodies
- Assist in the use of social media in the constituency and in the Parliament
- Gather relevant information to assist with resolving cases
- Log all cases; monitor progress and ensure identified actions are taken
- Manage and progress portfolio of casework appropriately
- Assisting with general administrative tasks as and when required
- Draft amendments and bills
- Organize public meetings

**Legal intern****January — July 2017***SACD, Paris, France*

- Attend meetings as required
- Assisting with general administrative tasks as and when required
- Answered inquiries from authors in person and on the phone
- Investigated and solved any authors concerns
- Assisted on legal documents related employment law
- Legal and case-law researches
- Worked on policy projects

**Legal intern****September — December 2016***NGO JUNG & PARTNERS, Paris, France*

- Corporate law:
  - prepared board meetings of several companies
  - Transfers of shares stock
  - Business start-up assistance
- Contract law:
  - Drafted computer maintenance
  - Contracts legal and case-law researches

**Policy intern****May — August 2015***Office of the Mayor of New York City, New-York City, United States of America*

- Assisting with general administrative tasks as and when required
- Analyst and researched city open data and created various charts and graphs
- Representing the Manhattan Borough president's office at events
- Researched municipal legal history and interviewed stakeholders to draft policy memos
- Partnered with community organizations and investigated city-wide public opinion
- Wrote and conducted survey assessing the effectiveness of NYC Free Summer Meals
- Worked closely with Community Liaisons to advocate for constituents
- Participated in Community/Police forums and assisted to create report based on meetings
- Conducted research and drafted correspondence directly for the Borough President
- Assisted in organizing office events
- Conducted research and drafted correspondence directly for the Borough President

**Legal intern****September — December 2014***SCM69 LA BOETIE, Paris, France*

- Contract law:
  - Drafted services contracts and amendments for companies
  - Drafted commercial leases and amendments
  - Analyzed terms and conditions for clients
- Corporate law:
  - Prepared board meetings for all types of companies
  - Worked on the management of conflicts between shareholders
  - Prepared the sale and transfer of companies shares
  - Worked with accountant for the legal side on cash flow transfers between sister companies
  - Amended articles and memorandum of association

**Legal intern****June — July 2013***Granrut société d'avocats, Paris, France*

- Transfer of shares between partners
- Change of Director / transfer of registered office
- Modification of statutes
- Drafted employment contracts, contribution to judiciary reports, assignments and memorials
- Commercial court formalities commercial

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**VOLUNTEER EXPERIENCE**

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**Member****June 2019 – Present***Comité National ONU Femmes France, Paris, France*

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**EDUCATION**

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**Certificate in Public Law and European Law**

2019

*École Nationale d'Administration, Paris, France***MS.cs in Public Administration**

2019

*Faculté libre de droit, d'économie et de gestion, Paris, France***Bachelor of Laws**

2019

*Faculté libre de droit, d'économie et de gestion, Paris, France*