

Xiufang Cheng

08.01.1992

PROFILE

A team player with a strong client-focused approach, who is self-motivated to take responsibilities. Moreover, I am an open-minded quick learner with multi-culture background, who can absorb new knowledge and integrate in a new environment very soon. Together with my professional knowledge and experience, I dream to work in an international company for legal service. Presently I am looking for a job in a company whose clients are Chinese businessmen in Belgium (Europe) and vice versa.



DETAILS

Molenpad 42, Gierle;

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WORKING EXPERIENCE

Jingze Law Firm *Paralegal* *01.2018-07.2019*

- Conducted legal research and provided key arguments in highly contentious disputes, which increased the chance of winning the cases
- Diligently edited legal documents such as statement of charges, lawyer's letter

Rude Law Firm *Intern* *08.2017-01.2018*

- Conducted legal research and drafted legal documents
- Assisted to collect and catalogue the evidence, which helped the attorney to analyze the evidence more efficiently

Legal Office in Beijing Municipal Bureau of Forestry *Intern*
01.2015-09.2015

- Interpreted the newly enacted Administrative Law and made an executive power manual for the Bureau

Local Court of Tunxi, Huangshan Anhui *Assistant clerk*
06.2013-09.2013

- Organized and archived case files
- Proofread the verdicts

SKILLS

[Legal research](#)

[Problem solving](#)

[Quick learner](#)

LANGUAGES

[Mandarin:](#)

native speaker

[English:](#)

professional level

[Dutch:](#)

academic level (B2)

EDUCATION

- 2016.09-2017.08, Tilburg University, Mas Victimology and Criminal Justice (Full scholarship by China Scholarship Council)
- 2015.09-2018.03, Beijing Institute of Technology, Master of Law (Exam-free candidate)
- 2011.09-2015.08, Beijing Forestry University, Bachelor of Law