

PERSONAL INFORMATION



Sara Madžarov Matijević

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Sex Female | Date of birth 07/04/1989 | Nationality Croatian

WORK EXPERIENCE

January 2019. -

Assistant on the Department of Commercial and Company law

University of Rijeka, Faculty of Law, Hahlić 6, 51000 Rijeka, Croatia

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- holding classes (lectures, exercises and seminar work, providing necessary help to students through consultations and in conducting exams of the courses held within the Department of Commercial and Company law, scientific research and professional work, other work according to Dean's order

April 2018. – January 2019.

Notary public assistant

Notary public Vesna Čuzela, Rijeka, Korzo 18

- notary public deputy in all processes and actions they are authorized to perform

September 2016. – April 2018.

Notary public adviser

Notary public Vesna Čuzela, Rijeka, Korzo 18

- attestation and confirmation of documents, direct work with clients and legal advice giving, executing inheritance proceedings and issuing inheritance settlements, establishing and making changes in companies' organizations, foreclosure proceedings, assembling contracts, title deeds, certificates of removal and other documents, land-registry proceedings

October 2013. – September 2016.

Notary public trainee

Notary public Vesna Čuzela, Rijeka, Korzo 18

- drafting contracts and other documents, preparing inheritance proceedings, foreclosures proceedings, direct work with clients, task completion, preparing and drafting documentation for establishing and making changes in companies' organizations

January 2013. – October 2013.

Student job - trainee

Notary public Vesna Čuzela, Rijeka, Korzo 18

- legal administrative tasks, performing tasks during foreclosures proceedings

March 2012. – July 2012.

Student job – trainee

Notary public Jadranka Borčić i Olga Sokolić-Ožbolt, Rijeka, Užarska 28

- legal administrative tasks, performing tasks during inheritance proceedings

July 2011. – August 2011.

Student job – trainee

Law firm Vukić i partneri d.o.o., Rijeka, Nikole Tesle 9

- drafting contracts, drafting foreclosure proposals, drafting memos and reports, attending court hearings

EDUCATION AND TRAINING

- June 2017. – April 2019. **Postgraduate specialist study programme in Corporate Finance Law – univ. spec. iur.**
 University of Rijeka, Faculty of Law

 - final thesis: Share in limited liability company with special reference to questions of its transfer and divisibility

- April 2018. **Notary public exam**
 Ministry of Justice

- March 2017. – April 2017. **General course on intellectual property**
 State Intellectual Property Office within WIPO

 - main principles of intellectual property, protection of intellectual property, international contracts that govern the intellectual property

- March 2016. **Bar exam**
 Ministry of Justice

- October 2008. – July 2013. **Integrated Undergraduate and Graduate University Study of Law - Master of law (mag. iur.)**
 University of Rijeka, Faculty of Law

 - diploma thesis: Recognition of states in contemporary law

PERSONAL SKILLS

Mother tongue(s) Croatian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Italian	B1	B1	A2	A2	A2
Germany	A1	A1	A1	A1	A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- pronounced communication and presentation skills obtained through work with clients
- ability to adapt quickly to a new working environment obtained through work in different offices and environments
- experience working and communicating with government agencies (the courthouse, land register, tax department, FINA)

Organisational / managerial skills

- experience conducting formal processes (inheritance proceedings)
- taking responsibility for given tasks
- readiness for team work and experience working in a larger group environment

- Job-related skills**
- handles pressure well and works well in stressful and demanding situations
 - analytical and systematic approach to work
 - research conducting potential
 - quick-learning and ability to apply new skills and learnings
 - works independently, resourceful and organized
 - willingness for continuous professional training and learning
 - ability to set priorities and problem solving
- Digital skills**
- proficient using Microsoft Office™ tools (Word™, Excel™ and PowerPoint™)
 - experienced with programs Notar and eNotar, e-Tvrtka and oss.uredjenazemlja.hr
- Driving licence** B category

ADDITIONAL INFORMATION

- Conferences
Seminars**
- discussion panel organized by Croatian Academy of Sciences and Arts - Notary public in European context on 23 January 2019
 - course organized by STEPRI - The Science and Technology Park of the University of Rijeka on 7 March 2019 – What to do with the business after retirement: to give over to children, to sell or something third?
- Honours and awards**
- National foundation for the support of student living standard scholarship recipient for academic year 2009./2010. and Ministry of science, education and sport scholarship recipient for academic years 2010./2011., 2011./2012. and 2012./2013. in A category (specially gifted full-time students)
 - 10 percent of most successful students during the five-year-long program
 - Dean's award for performance for academic years 2009./2010. and 2012./2013.