

Emily Gaibor Borja

Paralegal

MERITS AND COURSES

UIDE Honors Program

Logic and Law – CEDEC

*Teaching Assistant in
Political Theory and the
State, and Administrative
Law*

PERSONAL PROFILE

Motivated law student with an excellent academic record and experience in corporate legal assistance. Possesses strong analytical and communication skills, adaptability to multidisciplinary teams, and a commitment to continuous learning, particularly in legal and social fields.

WORK EXPERIENCE

Tesserae Bureau de Abogados – Paralegal (July 2025 – Present) – Quito, Ecuador

LexArtis - Paralegal (April 2025 -July 2025) – Quito, Ecuador

Escobar Abogados y Asociados - Paralegal (July 2024 – December 2024)
– Quito, Ecuador

SKILLS AND COMPETENCES

Languages

Spanish

English

French

- Legal drafting and preparation of lawsuits, legal reports, and administrative documents.
- Filing and submission of documents before public and private institutions.
- Organization, archiving, and digitization of legal records.
- Client service (in-person and virtual) with a focus on resolving legal and administrative inquiries.
- Proficient in office software and digital work environments.
- Strong teamwork, coordination, and communication abilities in multidisciplinary settings.
- Commitment to professional ethics and continuous development in corporate law, constitutional law, and alternative dispute resolution.

CONTACT

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Nationality: Ecuadorian

ACADEMIC RECORD

- International University of Ecuador – Quito (2023 – Present)
Bachelor's Degree in Law
- Center for Arbitration and Mediation of the Popular and Solidarity Economy
Chamber – Quito (July – September 2024)
Certified Mediator

