

**LAURENCE L. LORIA**

Pasay City

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Aims to improve my knowledge, hone my skills, and expand my experience in matters with relation to the law and legal processes.

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**Professional Experience**

Company: **Freelance/Independent Contractor (Australian Family Law Firm)**

Designation: **Legal Drafter**

Date of Assumption: March 21, 2024 – March 21, 2025

**Job Responsibilities:**

- Draft applications for divorce, financial consent orders, parenting and financial agreements, financial settlement agreements and prenuptial agreements.
- Utilized company's custom-built drafting software and templates to produce accurate and professional legal documents.
- Collaborate with internal teams to ensure all documents meet compliance with Australian Family Law.
- Managed high volume drafting assignments with efficiency and precision.
- Adapted and utilized internal automation tools for streamlined document production.

Company: **Keywords Studios Manila**

Designation: **Contracts Administrator**

Date of Assumption: August 1, 2022 – March 20, 2024

**Job Responsibilities:**

- Conduct thorough reviews and compliance audits of all contracts, ensuring adherence to GDPR, CCPA, and the Data Privacy Act of the Philippines.
- Oversee comprehensive Contract Lifecycle Management (CLM) for both existing and new agreements, including drafting, negotiation, execution, and renewal.
- Serve as the primary point of contact for tracking, managing, and proactively addressing contract expirations and renewals, ensuring business continuity.
- Designed and implemented a centralized Contracts Database, establishing a streamlined, reliable single source of truth for all contractual documents.
- Efficiently consolidated and migrated contracts from various platforms, including SharePoint and Salesforce, into the newly created Contracts Database, improving

accessibility and data integrity.

Company: **Anti-Red Tape Authority – Office of the President**

Designation: **Legal Assistant II**

Date of Assumption: May 22, 2021 – April 15, 2022

**Job Responsibilities:**

- Provided comprehensive support in conducting legal studies and in-depth legal research, assisting effectively in hearings, briefings, and communications as required.
- Acted as Secretariat during high-level meetings, accurately drafting correspondence, reports, and minutes, and ensuring the secure management and safekeeping of sensitive documents and files.
- Maintained and consistently updated complaints and legal databases, closely monitoring case developments and actions undertaken by assigned lawyers, and prepared detailed minutes of meetings.
- Assisted in the timely preparation and submission of mandatory reports, as well as supported lawyers in drafting and presenting findings and recommendations.
- Executed additional tasks and responsibilities effectively, aligned with the requirements and objectives mandated under Republic Act 11032.

Company: **Supreme Court of the Philippines**

Station: Regional Trial Court, NCJR – Office of the Clerk of Court, Pasay City

Designation: **Clerk III/Legal Clerk/Acting Cash Clerk**

Date of Assumption: February 13, 2017 – May 21, 2021

**Job Responsibilities:**

- Provided frontline customer service to litigants filing cases within the jurisdiction of the Regional Trial Courts of Pasay City, addressing inquiries both in-person and via email with professionalism and efficiency.
- Conducted thorough assessments to determine if filed cases fall within the jurisdiction of the Regional Trial Courts of Pasay City, ensuring compliance with jurisdictional guidelines.
- Accurately assessed and computed filing fees for various types of cases, ensuring compliance with court regulations and proper documentation.
- Systematically assigned cases to appropriate specialized courts, including family, criminal, drug, and election courts, based on jurisdictional criteria.
- Managed and maintained accurate records by encoding filed and paid cases into the E-Court database, ensuring data integrity and timely updates.

**Education**

- Bachelor of Laws/Juris Doctor Degree

Arellano University School of Law, 2017 – 2024 (73 units earned)  
City University of Pasay, 2016 – 2017

- Master of Arts in Foreign Service  
Lyceum of the Philippines University, 2020 – 2020
- Bachelor of Science Major in Biology  
Pamantasan ng Lungsod ng Maynila, 2011-2015

## **Skills**

### **Technical Skills**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Proficient in managing legal databases (Salesforce, SharePoint, HubSpot, E-Court).
- Skilled in Contract Lifecycle Management (CLM) and CLM tools.
- Advanced legal research and analytical skills.

### **Legal and Court Procedures**

- Comprehensive knowledge of court and legal processes.
- Expertise in assessing jurisdictional compliance and case assignment.
- Skilled in the computation and assessment of legal and docket fees.
- Experienced in drafting legal documents (Notices, Orders, Dispositions).
- Strong understanding of obligations and contract law.
- Proficient in contract drafting, review, and compliance auditing.

### **Communication and Language Skills**

- Excellent command of the English language (verbal and written).
- Effective legal writing and documentation skills.
- Proven experience facilitating high-level meetings and drafting comprehensive Minutes of Meeting (MoM), Key Agreements, and Action Plans.
- Skilled in drafting professional correspondence and legal briefs.

### **Administrative and Organizational Skills**

- Experienced in frontline customer service, addressing inquiries efficiently and professionally.
- Highly organized in managing and maintaining legal records and sensitive documents.
- Proven capability in systematic data management, ensuring accuracy and integrity.
- Expertise in preparing and submitting timely mandatory reports.

### **Compliance and Risk Management**

- Strong knowledge of data privacy laws (GDPR, CCPA, Data Privacy Act of the Philippines).
- Proficient in conducting compliance audits and risk assessments for contracts.

- Experienced in tracking, managing, and ensuring timely renewal of contracts.

### **Project and Database Management**

- Successfully designed and implemented centralized contract management databases.
- Experienced in data consolidation, migration, and process optimization.
- Skilled in monitoring and updating case developments within legal databases.

### **Interpersonal Skills**

- Excellent interpersonal and collaboration skills.
- Proven ability to liaise effectively with stakeholders, including litigants, lawyers, and court officials.
- Strong problem-solving capabilities and proactive issue resolution.

## **Certifications and Trainings**

### **Certification:**

Civil Service Commission Quezon City  
 Career Service Professional Examination Passer  
 April 6, 2014

### **Trainings:**

1. **Training:** Lean Six Sigma Yellow Belt Training and Certification  
**Date:** July 31, 2023 – August 11, 2023  
**Platform:** GOLEANSIXSIGMA.com  
 Professional Development Units - 2 PDUs, Continuing Education Units - 0.2 CEUs
2. **Training:** University of the Philippines Law Center Paralegal Training Program  
**Date:** September 24, 2022 – December 17, 2022  
**Platform:** Online 25th Foundation Certificate Course
3. **Training:** Data Security (GDPR), The Glossary: GDPR & The Glossary: Data Privacy  
**Date:** August 8, 2022  
**Platform:** Cornerstone OnDemand LMS Platform
4. **Training:** General Data Protection Regulation (GDPR) – EU Regulation on Protecting Personal Data, GDPR Awareness Course  
**Date:** September 25, 2022  
**Platform:** Cornerstone OnDemand LMS Platform, Privacy Engine Platform
5. **Training:** The 12 Steps to GDPR Compliance Course  
**Date:** August 5, 2022  
**Platform:** Privacy Engine Platform