



PERSONAL INFORMATION

- 📍 Quito, Ecuador
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AREAS OF INTEREST

- Corporative Law
- Administrative Law
- Constitutional Law

COMPETENCIES

- Support in drafting legal documents (complaints, official letters, reports, and minutes), ensuring clear reasoning, precise legal basis, and coherent structure.
- Coordination, processing, and follow-up of proceedings before public and private entities, including document filing, deadline management, and communication with stakeholders and regulatory authorities.
- Participation in mediation and ADR proceedings, supported by formal mediator training and prior experience in arbitration and mediation centers.
- Legal research and analysis of legislation, scholarly doctrine, and judicial precedents for the preparation of memoranda, written submissions, and academic materials for university teaching.

LANGUAGES

- Spanish – Native
- English – B2

CERTIFICATIONS

- *Logic and Law*, CEDEC

EMILY GAIBOR BORJA

PROFILE

Emily is a mediator and law student with experience supporting legal teams in law firms and corporate advisory practices. She has assisted in drafting legal documents, organizing case files, and processing documentation before public and private institutions, combining strong academic performance with practical skills in corporate law, administrative law, and alternative dispute resolution.

She has been recognized with UIDE Honors and has served as a teaching assistant in Political Theory and the State, and Administrative Law. Her work is marked by rigorous drafting, careful handling of sensitive information, and a strong interest in advancing her expertise in dispute resolution and the intersection of law, society, and public policy.

EDUCATION

- Mediator – Center for Arbitration and Mediation, Popular and Solidarity Economy Chamber, Quito (2024)
- Law Student – Universidad Internacional del Ecuador, Quito (2023 – present)

EXPERIENCE

Paralegal – **Tesseract Bureau**
July 2025 – Present | Quito, Ecuador
Provides direct support to attorneys in developing case strategies, drafting legal documents, and organizing case files, ensuring efficient workflow and contributing to the professional management of the firm's caseload.

Paralegal – **LexArtis**
April – June 2025 | Quito, Ecuador
Supported the progression of legal proceedings and conducted legal research, combining normative frameworks, doctrine, and jurisprudence to enhance the robustness of claims and legal reports.

Paralegal – **Escobar Abogados y Asociados Julio** –
December 2024 | Quito, Ecuador



- *Teaching Assistant*

Contributed to end-to-end case file management and the preparation of legal documentation, while providing first-line support and orientation to clients.

November-2025