



PERSONAL INFORMATION

📍 Quito, Ecuador

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AREAS OF INTEREST

- National and international mediation and arbitration
- Civil law and civil liability
- Intellectual property and protection of intangible assets
- Personal data protection and information technology
- Corporate and company law
- Contracting and business structuring
- Negotiation and alternative dispute resolution mechanisms
- Legal risk prevention and management

SKILLS

- Support in drafting legal documents (claims, official letters, reports, and minutes), with particular attention to argumentative clarity and proper legal basis.
- Processing and monitoring of proceedings before public and private institutions, including document filing, deadline management, and coordination with clients and authorities.
- Legal research and analysis of legislation, legal doctrine, and case law for the preparation of reports, legal documents, and academic support for university courses.

LANGUAGES

Spanish – Native

English - B2.2

CRISTINA PROAÑO NOVILLO

PROFILE

Cristina is a Law student with practical experience in legal clinics and university administration. She has participated in direct client assistance, the drafting and review of legal documents, and case file monitoring, combining strong academic performance with practical skills in institutional management, communication, and process organization. She complements her profile with active participation in student clubs related to intellectual property, reflecting her ongoing interest in deepening her legal education and her leadership within the university community.

She was recognized on the Honor Roll of Universidad de los Hemisferios 2023-2 and has served as a teaching assistant for courses such as Fundamental Theory of Law, Family Law, and Specific Offenses, strengthening her analytical skills and legal judgment. Her practice is characterized by rigor in drafting and responsibility in handling sensitive information.

EDUCATION

- Law Student – Universidad de los Hemisferios – Quito (2023 – present)

EXPERIENCE

Legal Intern – **Tesseract Bureau**
August 2026 – Present | Quito, Ecuador
Supports with processing proceedings and conducting legal research, connecting legislation, legal doctrine, and case law to strengthen the arguments in claims and legal reports.

Legal Intern – **Free Legal Clinics**
February – August 2026 | Quito, Ecuador
Provided direct assistance and guidance to legal clinic clients, supporting the drafting and review of legal documents, case monitoring, and case file organization.

Intern – **Alumni Office UHE**
August 2025 – February 2026 | Quito, Ecuador
Provided administrative support in organizing events, reports, and internal requests, coordinating



communications and activities for alumni and participating in the creation of social media content.

General Secretariat Intern – UHE Legal Counsel Office

September 2024 – December 2024 | Quito, Ecuador

Supported the review and drafting of legal and administrative documents, as well as the management and monitoring of internal procedures and the organization and filing of case records.

SELECTED CERTIFICATIONS AND COURSES

- *Teaching Assistant* – Fundamental Theory of Law
- *Teaching Assistant* – Family Law
- *Teaching Assistant* – Specific Offenses