

# Shubhi Srivastava

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## WORK EXPERIENCE

- EBC Pvt. Ltd. Lucknow, Uttar Pradesh || Legal Editor || 01/2021-Present
  - Conducting significant core legal research to identify critical legal authority especially over Acts and Statutes
  - Identifying relationships among legal information sets Making qualitative judgments of legal content
  - Improving operational effectiveness and efficiency to drive high performance standards
  - Ensuring team members understand their responsibilities and expectations
  - Solid working knowledge of Microsoft Word, MS Excel, MS PowerPoint, Adobe Acrobat
  - Write, edit, update resources and conduct comparative study of Acts and Statutes.
- EBC Pvt. Ltd. Lucknow, Uttar Pradesh || Publication Assistant || 05/2020–12/2020
  - Ensure ready access to information for use to update legal content
  - Initiate and update content of Acts and Statutes and maintain database thereof Takes responsibilities for the final formatting and proofreading of data uploaded/published
  - Tracks progress using the publishing system.

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## EDUCATION

- Lucknow University Graduation in Law || 2013 – 2016
- Isabella Thoburn College Graduation in Commerce || 2010 – 2013
- Cathedral Sr. Sec. School Intermediate || 2008 – 2010
- Cathedral Sr. Sec. School High School || 1996 – 2008

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## SKILLS

- Strong legal research, writing, and analogical skills
  - Good relationship-building skills
  - Demonstrate project management skills and an ability to work to tight deadlines Self-starter, proactive and able to work both independently and collaboratively with the editorial team
  - Ability to handle multiple tasks simultaneously and with flexibility, including time management skills to meet rigid and frequent deadlines Demonstrated ability to conduct legal research
  - Demonstrated proficiency with Microsoft Office (Word, Excel and PowerPoint) Ability to manage time effectively, including balancing simultaneous projects under tight deadlines
  - Exceptional attention to details.
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