



ATTY. CAREYSSA MAE ISRAEL IPIL

LAWYER

I have a strong technical skill as well as excellent interpersonal skills, enabling me to interact with a wide range of clients.

PERSONAL DETAILS

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Linked In

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EDUCATIONAL BACKGROUND

Post Graduate

University of San Jose Recoletos, Cebu City

Juris Doctor

Tertiary Education

University of San Carlos, Cebu City

Bachelor of Science in Accounting Technology

Cum Laude

Secondary Education

Baybay National High School

Salutatorian

Elementary Education

Baybay North Central School

Salutatorian



LICENSES & CERTIFICATIONS

R.A. 1080 (BAR)

Bar Passer

2022

Civil Service Eligibility (Honor Graduate Eligibility)

Civil Service Commission

2016

Certified Bookkeeper (NC III)

TESDA

2015



PROFESSIONAL EXPERIENCE

COURT DECONGESTION OFFICER (CDO)

Regional Trial Court – Branch 85 (Mandaue City)| March 2022 - Present

- Helps the court in decongesting case dockets
- Prepare resolutions, orders and decisions;
- Assist in legal research;
- Assist the court during hearings;
- Perform other court duties assigned by the Presiding Judge in accordance with the guidelines approved by the Supreme Court and attend seminars, workshops and conferences.

PARALEGAL

Zosa & Quijano Law Offices (Cebu City)| April 2020 – November 2021

- Prepare pleadings and other legal forms submitted to the court;
- Prepare and review legal documents (e.g. contracts, agreements and memorandums);
- Confer with clients and discuss with them remedies, recourse and any legal advice;
- Prepare and submit documentary requirements to different government agencies.

LEGAL ASSISTANT

Securities and Exchange Commission (Cebu City)| April 2015 – March 2020

- Officer of the Day: answer to the queries of the public related to registration, filings, requirements and processes of the Commission;
- Pre-process applications submitted by the clients;
- Review and receive reportorial requirements submitted by the clients;
- Attend seminars, workshops and lectures;
- Assist securities counsels (lawyers) in processing SEC applications and submissions;
- Conducts seminars and lectures related to SEC processes.

OFFICE SECRETARY

Dela Pena Law Office (Cebu City)| February 2015 – April 2015

- Assist the lawyer in preparation of documents;
- Organizing documents and maintaining the office's schedule;
- Answering queries in person and via phone calls.



SEMINAR AND TRAININGS ATTENDED

- **CYBERSECURITY ORIENTATION IN THE JUDICIARY SEMINAR**
Supreme Court
2022
- **SEC REPORTORIAL REQUIREMENTS SEMINAR**
Securities and Exchange Commission
2021
- **SEC ONLINE SUBMISSION TOOL (OST)**
Securities and Exchange Commission
2021
- **SEC ONLINE REGISTRATION**
Securities and Exchange Commission
2020
- **SEC LENDING & FINANCING REPORTORIAL REQUIREMENTS**
Securities and Exchange Commission
2019
- **MAGNA CARTA FOR WOMEN**
Civil Service Commission
2017
- **REFRESHER WORKSHOP ON FRONTLINE TECHNICAL SERVICES OF THE CEBU
EXTENSION AND SATELLITE OFFICES IN CEBU**
Securities and Exchange Commission
2017
- **INVESTMENT BANKING**
University of San Carlos
2014



SKILLS

- Excellent oral and written Communication;
- Can manage time properly;
- Excellent clerical skills;
- Computer literate;
- Excellent in Microsoft Office;
- Excellent in SEC related filings and processes;
- Preparation of legal documents;
- Excellent in remote communication tools (e.g. Zoom, Microsoft Teams, Skype, Dropbox, Google applications, etc)
- Design skills (lay-outs, graphics, designs and presentation)
- Excellent in data analysis



CHARACTER REFERENCES

Securities and
Exchange
Commission

Atty. Alma Marie Estrada-Dalena
09209455183
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Atty. Mary Anne B. Jamisola, CPA
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Zosa & Quijano
Law Offices

Atty. Manuel Eufracio F. Zosa
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P&A Grant Thronton
(Punongbayan and
Araullo)

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University of
San Carlos

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