ELLERTON KNOLL M. NIVERA

Senior Paralegal

CONTACT

Manila, Philippines

SKILLS

- Leadership
- Grace Under Pressure
- Public Relations
- Multi-Tasking
- Microsoft Office Proficiency

EDUCATION

JURIS DOCTOR

Polytechnic University of the Philippines College of Law

4th Year - Graduating

2022 - Present

BACHELOR OF SCIENCE IN LEGAL MANAGEMENT

San Beda College Alabang

2015-2019

CAREER HISTORY

PARALEGAL OFFICER

Soar.com, Inc.

July 2023 - July 2024

- Working with US lawyers in drafting/preparing licensing agreements and other legal documents for the company.
- Reaching out to clients and coordinating with them regarding possible licensing deals.
- Corporate Housekeeping

PARALEGAL OFFICER (SUPERVISORY LEVEL)

Bello Valdez & Esguerra Law Firm (JGLaw)

September 2021 – July 2023

- Working with PH lawyers in drafting legal research/opinions and corporate legal documents.
- Representing the firm at board meetings and coordinating with stakeholders.
- Supervision of legal secretaries with respect to legal documents.
- Corporate Housekeeping

RELEVANT ACHIEVEMENTS

- **Dean's Lister - School of Law - Year S.Y. 2022-2023**
- **Dean's Lister - School of Law - Year S.Y. 2023-2024**
- **President's Lister - School of Law - Year S.Y. 2024-2025**
- **Dean's Lister - School of Law - Year S.Y. 2025-2026**
- **Advanced High in English** - American Council on the Teaching of Foreign Languages (ACTFL)
- **Most Outstanding Student Leader** – St. Bede Club Leadership Award (May 2019)
- Nominated for St. Gregory Leadership Award (May 2019)
- St. Placid **Most Outstanding Organization** - Special Interest (May 2019)
- **TOP 1 - Oral Legal Comprehensive Examination** (May 2019)
- **2-time Champion and Best Finals Speaker** - Consortium of the South (InterCollegiate Debates – Jan. 2017 & 2019)
- **Champion** – 2nd Luculentus (Inter-Collegiate Legal Management Quiz Bee – June 2018)
- **Champion** – 8th Animo Cup Debates (Jan 2017)
- **3rd Best Overall Speaker** – 8th Annual Animo Cup Debates (Jan 2017)
- **1st Runner Up** – Junior Bedan Law Circle Impromptu Speech (Sep. 2016)
- **Champion** – Junior Bedan Law Circle Debates (March 2016)
- **Dean's Lister 1st-2nd Sem and Annual Dean's Honor Roll** S.Y. 2015-2016
- **Dean's Lister 1st -2nd Sem and Annual Dean's Honor Roll** S.Y. 2016-2017
- **Dean's Lister 2nd Sem** - S.Y. 2018-2019

AFFILIATIONS

- **Chairman - International J. Reuben Clark Law Society Phil. Student Chapter (2025 - 2026)**
- **Mentor - Polytechnic University of the Philippines - College of Law**
- Member - Visionary Research Association, Inc. (2024 -Present)
- Chairman-Elect - International J. Reuben Clark Law Society Phil. Student Chapter (2022 - 2025)
- Member - Paralegal Group Philippines (2022 - Present)
- **President - San Beda Alabang Debate Society (S.Y. 2018- 2019)**