

**Nancy MALUTAMA**  
Office Manager



**Leboulanger & Associés**



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### **BAR ADMISSIONS**

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- Paris (France) expected in 2018

### **PROFESSIONAL EXPERIENCE**

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Nancy Malutama joined *Leboulanger & Associés* in 1998, after having obtained her Bachelor of Laws in international law and European business law in Paris II Panthéon-Assas University.

In her capacity as Office Manager, Nancy proves highly efficient skills in building strong relationships with clients. Her legal and administrative tasks include:

- performing legal research and providing legal support;
- reporting compliance regulation matters (notably management of the conflict of interest database, etc.);
- follow-up of correspondence with arbitration institutions;
- proofreading of documents;
- management of the office's trainees;
- assisting the team in the preparation of both arbitration hearings (hearing and witness bundles, PP presentations, logistic support, etc.) and written submissions (memorial bundles and exhibit bundles);
- follow-up of financial and accounting aspects of arbitration cases;
- organisation of business meetings and events;
- coordination and administration of contracts; and
- administration of the office's documentation resources.

### **EDUCATION**

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- Paris I Panthéon-Sorbonne University, LL.M. in OHADA Business Law (*DEA de droit des affaires OHADA*) (1999)
- Advanced International Studies Institute (*Institut des Hautes Études Internationales*) of Paris II Panthéon-Assas University, Certificate of International Legal Studies (1998)
- Paris II Panthéon-Assas University, Bachelor of Laws (*Maîtrise*) in Private and Public International Law and in European Business Law (*DEA de droit international privé et public et de droit européen des affaires*) (1994)

## **RESEARCH PAPERS**

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- « OHADA Uniform Act on Arbitration », LL.M. Thesis, 1999
- « The African Nuclear Weapon Free Zone Treaty (Treaty of Pelindaba) », Certificate of International Legal Studies Thesis, 1998

## **LANGUAGES**

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- French (native speaker)
- English
- Kinshasha Lingala
- Dutch