

Daniel Pérez Rivas

Havana, Cuba | +5355569067 | danielperezrivas3@gmail.com | Spanish: Native | English: C1

Profile

Lawyer with 6 years of experience (since 2020) in client services, legal writing, and case file management. I combine my legal background with digital tools and management skills to offer remote freelance services that are organized and practical. Available for projects in legal writing, data analysis, translations, or virtual legal assistance.

What I can do

- Writing & proofreading: legal briefs, contracts, reports, web content, and articles. Style and grammar revision.
- Translations (English-Spanish): legal and commercial documents, audio and meeting transcriptions.
- Management & analysis: handling Excel, Google Sheets, ClickUp, and WordPress to organize workflows, track tasks, and publish content.
- Client support: handling inquiries, complaints, and case follow-ups via phone, email, or chat.

Experience

Bufetes Colectivos | Havana

Lawyer / Legal Assistant | 2020 – present

- Advise individuals and entities on legal procedures and requirements.
- Draft claims, appeals, contracts, and various legal documents, ensuring clarity and compliance with current regulations.
- Review and organize physical and digital case files for quick access to information.
- Participate in the administrative management of the firm, coordinating schedules and procedural deadlines.

Education

Bachelor's Degree in Law

University of Havana | 2016 – 2020

Additional Courses

- WordPress (content management and publishing)
- Management with ClickUp (project and team organization)
- Marketing Design (basic visual communication)
- Business Analysis and Process Management

Tools & Languages

- Office: Word, Excel, Google Docs, Google Sheets.
- Management: ClickUp, Trello.
- Web: Basic WordPress.
- Communication: email, WhatsApp, Zoom, Google Meet.
- Spanish: Native.
- English: C1 (fluent reading and writing; conversational).