

## **Keltoum Smimih**

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### **EDUCATION**

**University of Miami School of Law**, Coral Gables, FL

LL.M. in International Arbitration, May 2022

**University Mohammed V**, Rabat, Morocco

Bachelor of Laws, August 2008

### **EXPERIENCE**

**FINRA Dispute Resolution Services Arbitrator**, Boca Raton, FL

Arbitrator and Mediator, April - Present

- Serve as a Dispute Resolution Services Arbitrator
- Qualified through the National Arbitration and Mediation Committee

**City of Miami of Attorney**, Miami, FL

Litigation and Labor Arbitration Intern, Spring 2022

- Served as a research assistant on Labor-employment Arbitration
- Analyzed and completed the hearing assignments

**DLA Piper**, Miami, FL

Practicum Extern - Litigation and Regulation, Summer 2021

- Served as a research assistant in International Arbitration Arabic cases
- Published an article title “Construction disputes in the United Arab Emirates”
- Analyzed and drafted issue various cases; interpreted and translated documents from Arabic to English

**Delaware-New Jersey National Lawyers Guild**, Virtual

Pro bono Immigration Intern, June 2021 – April 2022

- Assisted in collecting and answers questions from clients and organizing them in the files
- Aided attorneys during meetings with clients

**Intense Wear International Inc**, Pompano Beach, FL

Logistics Coordinator, January 2015 – November 2020

- Served as a coordinator between Europe, North Africa, and the United States
- Planned and controlled the activities of the company and coordinated processes between companies
- Oversaw timely delivery of product
- Coordinated shipment import/export between Europe and North Africa and Europe and the United States
- Coordinated shipment of fabric from Europe to Morocco through Erixmar
- Coordinated shipment from Morocco to the United States through Dascher
- Served as an interpreter and provided excellent customer service

### **ADDITIONAL EDUCATION**

**Miami Dade College**, Miami, FL

Certificate in International Freight Transportation, August 2020

**Technical institution, Rabat, Morocco**

Technician in Clothes and Textile Industry, September 2004

### **COMMUNITY SERVICE**

*Volunteer*, Catholic Legal Services, immigration office, 2016, Miami, FL

*Volunteer*, Nur Center Organization, Interpreter services, 2017, Miami, FL

### **SKILLS**

Languages: Arabic (native); English (fluent); French (fluent); Spanish (intermediate)

Computer: Microsoft Office (Word, Excel, Outlook, PowerPoint)

### **ADDITIONAL INFORMATION**

Citizenship: United States citizen