

Mai Montaser

Email: maimontaser@rocketmail.com

Mobile no.: (+2) 01092792541



Professional translator and appellate lawyer, holding Master of Laws, LL.M. Degree, in International and Commercial Law, from Indiana University, Robert H. McKinney School of Law – United States of America. I have strong experience in government relations, public relations, and the legal & business fields for over 10 years. I have unique & longstanding experience in negotiating and concluding commercial contracts and business transactions. I have negotiated, drafted, commented on and concluded commercial agency, distribution, alliances, franchising, licensing and business partnership agreements, in addition to my experience in the capital market, merger and acquisition, business restructuring, business strategies, litigation and Intellectual Property Rights licensing, all on local and international levels. I advise on companies restructuring and advise on best business models to conclude business and draft, negotiate and conclude business partnership and shareholders agreements.

I have worked with a number of companies on different disciplines of business including; food industry, IT, real estate development and property management, manufacturing, technology, franchising, etc. I have a longstanding and deep experience in commercial, criminal, civil and administrative laws. Also, I have long and deep experience in Intellectual Property Rights registration, disputes and litigation.

Further, I represented national and international companies and advised them on potential legal risks arising from various types of agreements and international business transactions on a broad range of industries such as oil and gas, insurance, information technology & communications, real estate, and others.

My aim is to provide the necessary guidance in government relations, governmental compliance, corporate compliance, corporate governance and internal controls issues to prevent or minimize future litigations. Further, I develop compliance programs, perform risk assessments to help reduce the overall litigation exposure and identify and implement appropriate business solutions.

EDUCATION

- (1) Master of Laws, LL.M. Degree, International and Commercial Law Track, Indiana University, Robert H. McKinney School of Law – United States of America, 2013.
- (2) Legal studies at the American Bar Association; namely, Instructors Training of Trainers, 2013.
- (3) Business Accounting and Finance, Business Studies Division, American University, 2011.
- (4) Translation Studies at the American University, 2009.
- (5) International English for International Education and Global Migration; TOEFL IBT (Internet Based Test), 2009.
- (6) Legal studies at the American Bar Association; namely, Continuing Legal Education Course Skills, Practice and Professionalism; focusing on oral presentations, legal reasoning, contract drafting, arbitration, negotiation, and international conventions, 2009.
- (7) Bachelor of Law, English Department, Cairo University, 2001.

EXPERIENCE

Translator, Proofreader and Reviewer

2001 up-to-date

Main Duties

- Reading original material and rewriting it in the target language, ensuring that the meaning of the source text is retained.
- Translating documents into specified language(s) precisely and accurately, maintaining message content and context.
- Reviewing/proofreading translations done by other translators.
- Checking translations technical terms and related sources to be sure that the translated documents are accurate and consistent throughout translation.
- Searching the industry-related terminologies.
- Referring to reference materials such as dictionaries, lexicons, encyclopedias, and computerized terminology banks as needed to be sure that translation process is accurate.
- Using specialized dictionaries and references to find the closest equivalents for terminology and words used.
- Proofreading and editing final translated versions.
- Making the required amendments to translated texts.
- Performing other tasks as required.

Fields of Work

- Legal, Petrochemicals, Business Administration and Management, Banking, Taxation, Education and Development
- Arts, Religions, Islamic Studies, and Religious Studies, Feminist Studies, History, Ethnic and Cultural Studies
- Advertising, Marketing, Photography, Business (General), Sports and Fitness, Mathematics, Agriculture, Tourism and Travel, automotive, cars.
- Internet, Anthropology, Telecommunications.
- Radio and Television Broadcasting, Radio and Television Journalism, Journalism and Mass Media.
- Optics, Buildings, Radiobiology, Heating, Air Conditioning and Refrigeration, Biotechnology, Chemical Technology and Related Fields.
- Military Technologies, Geography, Geophysics and Seismology, Geochemistry, Geology, Fire Protection, Threads, Weaving and Knitting.
- Health Industries (Metal and Metal Products Industry, Machinery, Furniture, Printing, Clothing, etc.).
- Hunting and Fisheries Science.
- Hospitality, Aircraft.
- Medicine, Medical Technology, Nursing, Medicine - Occupational and Industrial Health, Medicine-Acupuncture and Oriental Medicine, Public Health, Medicine-Dentistry, Medicine-Ophthalmology, Medicine-Psychiatry, Medicine-Microbiology and Bacteriology, Medicine- Neuroscience, Toxicology, Medicine – Science,.

Consultant for Multinational Companies

April 2020 up-to-date

Main Duties

- Assist multinational companies in registration with the competent governmental authorities, in consummating commercial deals, business transactions, in addition to dispute settlement and litigation.
- Provide legal services to multinational companies such as Venous Group for Industrial Investment, Investia Venture Capital, Investia Leasing, Jadwa, Riviola, Capital One Holding for Investment, Capital One for Industry and Trade, Capital One Managing Restaurants & Tourist Facilities, Los Benos for Trading, Foodarea Group for Food Industries, Diaspora and Hedgecorp.

Senior Associate at Open Chance Law Firm

2016- March 2020

Main Duties

- Advise on corporate compliance, corporate governance and internal controls issues.
- Advising on potential legal risks arising from various types of agreements and international business transactions on a broad range of industries such as oil and

gas, insurance, information technology & communications, energy & infrastructure, real estate, and others.

- Providing general day-to-day legal advice and consultative services related to all types of corporate transactions such as mergers and acquisitions, joint ventures, and reorganizations, along with structuring, drafting and negotiating acquisition and related agreements.
- Resolve corporate and commercial disputes such as breach of contracts, and where necessary terminate relationships or litigate.
- Identify and implement appropriate business solutions, either by pursuing or defending litigation, arbitration or other alternative dispute resolution mechanisms.
- Guide clients to prevent or minimize future litigations in their business or industry.
- Develop compliance programs and perform risk assessments to help reduce the client's overall litigation exposure.
- Preparing, reviewing, translating and submitting required documents for different types of bids and tenders.
- Assisted in preparing training program on international oil and gas law and contracts, oil & gas acquisitions, cost recovery framework under Egyptian exploration and production agreements, and on the different fiscal systems for exploration and development rights (concession, production sharing contract, service contract).

American Bar Association (ABA)

2014 – 2015

Instructor & Lecturer

Main Duties

- Worked as an instructor at the American Bar Association, developed course plans for legal courses and provided legal training to junior lawyers on Legal Analysis, Legal Writing, Negotiation, Contract Drafting, Client Interviewing, Oral Advocacy, and Alternative Dispute Resolution.
- Served as a lecturer for Intellectual Property Rights course and delivered the said course to the students at the American Bar Association.

A.M.I.C.I Oil & Gas Manufacturing & Trading:

2011 – 2013

Lawyer

Main Duties

- Established A.M.I.C.I Company at the General Authority for Investment & Free Zones (GAFI).
- Registered A.M.I.C.I Company at the General Taxation Administration, the Public Authority of Social Insurance, and the Labor Office.
- Registered the Company in the vendor list of petroleum companies as suppliers of petroleum equipment, involved preparing and submitting required documents and presenting equipment.

- Providing legal opinion in all legal aspects; corporate law, commercial law, labor law, insurance law and tenders and auctions law.
- Preparing, drafting and translating legal and technical documents.

Tahoun Law Firm:

2009- 2011

Attorney at law

Main Duties

- Providing legal opinion in corporate law, capital markets and commercial law.
- Advising on competition law, European Community law, international law and international trade.
- Drafting and reviewing national, international contracts and other legal documents.
- Conducting research to support legal proceedings, to formulate defenses, or to initiate legal actions.
- Gathering and analyzing research data, such as codes, statutes, decisions, and legal articles.

Ali Rashwan Law Office:

2001 - 2008

Attorney at law

Main Duties

- Preparing, researching, and analyzing cases.
- Preparing legal documents, drafting legal memoranda and providing legal opinion.
- Searching legal precedents and investigating facts and laws to determine cause of action.