



EXECUTIVE ASSISTANT

Merve
ERMİŞ

Languages: English

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Özgeçmiş

In 2018, he completed his high school internship as a paralegal in the legal department of a private company. He continued his education on a full scholarship at Nişantaşı University. After completing his university education, he worked as a paralegal at a boutique law firm for approximately three years, where he played an active role in many areas, including legal correspondence, case file preparation, enforcement and case tracking processes, drafting contracts, and ensuring internal office coordination. She currently continues to work as a legal assistant in our office and is also pursuing her education in the Pre-Accounting program at Anadolu University.

Service Areas

Planning office workflow and coordinating attorney-client communication

Opening case files, preparing documents, and tracking UYAP proceedings

Organizing documents, tracking files, and conducting correspondence with relevant institutions in enforcement proceedings

Obtaining petitions, powers of attorney, and documents as part of trial preparations

Forwarding client requests to the correct departments and completing processes on time

Organizing internal office meetings, archiving, and reporting processes

Education

- Kağıthane Vocational and Technical Anatolian High School – Justice Department
- Anadolu University – Pre-Accounting (In Progress)