



MARI KOKS
Virtual Assistant

PROFESSIONAL EXPERIENCE

2021-present	Virtual Assistant, Palladium Law Office
2019-present	Office Manager, Accountant, Bikeep OÜ
2018-present	Member of the Management Board, Adepto Consult OÜ
2016-present	Member of the Management Board, Vägeva tee 42
2018-2020	Lawyer, Aavik & Partners Law Office
2008-2018	Lawyer, Eiche & Partners Law Office

EDUCATION

2022-2023	Tallinn School of Economics, Tax Specialist
2020-2021	<i>Rakvere Ametikool</i> , Facility serviceman
2019-2021	Tallinn School of Economics, Accountancy
2009-2011	<i>Magister iuris</i> , Institute of Law, University of Tartu
2006-2009	BA, Faculty of Law, Institute of Law, University of Tartu
2006	Tallinn Kuristiku Gymnasium, Tallinn

ADDITIONAL EDUCATION

2021	Expert level data protection specialist (DPO) (Taltech)
2021	Cyber Security (Taltech)
2020	Privacy Law and Data Protection (University of Pennsylvania, coursera.org)
2020	Effective Compliance Programs (University of Pennsylvania, coursera.org)
2020	Advanced training for the manager of the apartment association (<i>EKÜL</i>)

PROFESSIONAL ACTIVITY AND MEMBERSHIP

2021-present	Accountancy, V level occupational qualification certificate
2021-present	Facility serviceman, IV level occupational qualification certificate
2014-present	Defence League member
2007-present	Lembela Sorority member

LANGUAGES

Estonian, English