

MANUEL ALBARRACÍN

LAWYER

CONTACT

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LINKEDIN

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LOCATION

Medellín / Valle de Aburrá, Antioquia,
Colombia

LEGAL SKILLS

Drafting judicial rulings

Case file substantiation

Citizen petitions

Public procurement (SECOPI)

Extrajudicial conciliation

Document management

Constitutional actions

SOFT SKILLS

Teamwork

Communication

Time management

Commitment

Adaptability

LANGUAGES

Spanish — Native

English — B1 (Intermediate)

PROFESSIONAL PROFILE

Lawyer graduated from Universidad Pedagógica y Tecnológica de Colombia (UPTC), with solid hands-on public-sector experience in criminal, judicial, and administrative law. Has led the drafting of judicial rulings, the handling of citizen petitions, and support for public procurement processes. Now focused on bringing that legal rigor to the private sector, delivering value to law firms, companies, and clients that need precise, agile, and results-driven legal counsel.

PROFESSIONAL EXPERIENCE

Contractor — Supporting Attorney

Personería Municipal de San Mateo, Boyacá · January 2026 – May 2026

- Managed administrative actions and citizen petitions: drafting and tracking official responses within legal deadlines.
- Provided legal and contractual advisory support to the Municipal Personero, issuing technical opinions.
- Supported public procurement processes in pre-contractual and contractual stages, managing the SECOPI platform.
- Served as technical secretary for the Municipal Victims' Participation Committee (Law 1448 of 2011 and Decree 4800 of 2011).
- Drafted tutela, class, group, and compliance actions; responses as the accused or joined entity.
- Supported institutional planning under the Integrated Planning and Management Model (MIPG).
- Promoted human rights outreach and public education.

Judicial Clerk (Judicatura) — Judicial Assistant

Juzgado 128 Penal Municipal con Función de Conocimiento, Bogotá · November 2024 – August 2025

- Drafted and substantiated judicial rulings and constitutional actions.
- Conducted legal analysis of case files and supported judicial decision-making.
- Managed and coordinated virtual court hearings.
- Organized audiovisual evidence and incorporated it into the digital case file.
- Provided legal and administrative support to the Court Registry.

Legal Intern — Legal Clinic

Fiscalía Quinta Delegada ante Jueces de Circuito de Tunja · 2024

- Completed legal practicum at the Fiscalía's legal clinic (Consultorio Jurídico).

EDUCATION

Law and Social Sciences

Universidad Pedagógica y Tecnológica de Colombia (UPTC), Tunja

2018 – 2024 · Graduated

Diploma in Extrajudicial Conciliation in Law

Universidad Pedagógica y Tecnológica de Colombia (UPTC)

High School Diploma

Colegio Tabora de Engativá, Bogotá

2015