



NAME

phone number

Address

email

Professional Profile

I have over 5 years experience as a Paralegal working for a sole practitioner in the areas of Real Estate, Family, Corporate, Litigation, Wills and Estate law. I have over 8 years extensive office experience dealing with a diversity of professionals, clients and coworkers which has greatly developed my interpersonal skills. I am self motivated, able to set effective priorities to achieve immediate and long term goals and meet operational requirements.

- Extensive use of Microsoft Word 2007, Outlook, Excel, Simply Accounting, Quick Law
- Commissioner for Oaths
- Extensive knowledge of legal terminology, general law and legal proceedings
- Excellent office management and client/attorney relation skills
- Adapt easily to new concepts and responsibilities
- Exceptional multitasking and organizational skills
- Work independently and in a team environment
- Ability to work under pressure and meet crucial deadlines
- Highly energetic with strong work ethic and professional goals

Professional Experience

Lawyers and Partners, Barrister & Solicitor
Paralegal

City, Province
February 2003 to January 2009

- Managed office of sole practitioner ensuring smooth operation
 - Prepared and filed legal documents, set court dates and meetings with opposing counsel
 - Managed and reconciled general and trust accounts monthly
 - Conducted tax, title and court searches
 - Legal research through Quick Law
 - Communicated with clients, opposing counsel, Justice Chambers and the Clerk's office
 - Liaison for clients, banks, mortgage companies and attorneys
 - Monitored transactions from beginning to final statement
 - Administrative responsibilities included: payroll, accounts payable/receivable, monthly billings, purchasing office supplies and computer backups
 - Transferred telephone calls on a multi-meridian telephone
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Professional Experience Continued

Lawyer name, Barrister & Solicitor
Paralegal

City,Province
2004 to 2009

- Prepared all legal and mortgage documents and correspondence as they related to real estate transactions
- Prepared desk divorce documents
- Prepared Dependant Adult Application forms

Lawyer and Partners Name
Receptionist

City,Province
September 2002 to February 2003

- Promoted to Legal Assistant after 5 months as Receptionist
- Operated switchboard and provided reception for all clients
- Monthly reconciliation of Firm general account and expense report for each lawyer
- Responsible for all outgoing and incoming mail and couriers
- Assisted Paralegals with their workload
- Ordered business cards and company letterhead
- Responsible for organization, stocking and administration of the Firm's office supply room

Education & Training

Southern Alberta Institute Technology (SAIT)
Legal Assistant Diploma

City,Province
April 2008

Southern Alberta Institute Technology (SAIT)
Office Skills Certificate

City,Province
July 2006

Legal Education Society of Alberta
Estate Administration – 2007
Real Estate Law – 2006
Family Law Act – 2005
Family Law – 2004
Dependant Adult Issues - 2003

References upon request.
