

# Sample Resumes

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# Jane Doe

555 Law St., Toronto, Ontario A1B 2C3

janedoe@email.com

555.555.5555

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## EDUCATION

- Osgoode Hall Law School at York University**, Toronto, Ontario  
*Juris Doctor Candidate 2014* 2011 – Present
- Mediation Intensive Clinical Program 2012 – 2013
    - Accepted into a select program where participants receive training to become a certified community mediator.
    - Participants conduct community and Small Claims Court mediations, provide education on conflict prevention and resolution, design and carry out a community engagement project.
  - Monash University at the Prato Centre, Italy June 2012
    - International Comparative Family Law
  - Frozen Osgoode Open Moot February 2012
  - Fraser Milner Casgrain Negotiation Competition March 2012
- Trinity College at the University of Toronto**, Toronto, Ontario 2007 – 2011  
*Honours Bachelor of Arts, double major in English and Women & Gender Studies*
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## ACADEMIC AWARDS

- College Scholar**, Trinity College 2011
- Dean's List**, Trinity College 2007 – 2011
- L.C.A. Hodgins Scholarship for Excellence in English**, Trinity College 2008 – 2009
- The Helen Gregory MacGill Prize in Women's Studies**, University of Toronto 2007 – 2008
- Entrance Scholarship**, Trinity College 2007
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## EMPLOYMENT

- Parks, Forestry & Recreation, City of Mississauga**  
*Assistant Supervisor of Aquatics (part-time)* 2009 – 2012
- Effectively led a team of ten staff, performed timely evaluation, managed employee relations, directed department communication and meeting facilitation, executed facility scheduling.
  - Developed creative training programs to provide orientation to new and experienced staff, conveyed policies and procedures, and enhance staff competence.
  - Collaborated with community service providers on cross-departmental projects to deliver robust programming for different age groups and participant needs.
  - Demonstrated resilience and calm in crisis situations and provided maximum safety for participants resulting in no serious incidents.
- Lifeguard and Swimming Instructor* 2005 – 2009
- Instructed various programming to over 150 children and adults per year, adapted existing programs to integrate children with special needs, managed communications with parents and guardians.
  - Successfully communicated and worked cohesively with colleagues to execute emergency response strategies and provide first aid treatment.

**Lululemon Athletica**, Toronto, Ontario 2008 – 2010  
*Associate*

- Prepared daily cash and sales reconciliation, conducted receiving and inventory, and managed customer returns.
  - Effectively resolved problems and provided personal product recommendations for special customer needs.
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## COMMUNITY AND VOLUNTEERISM

**Osgoode Women's Network**, Osgoode Hall Law School 2012 – Present  
*Meeting Chair & Secretary*

- Part of an executive that plan events to connect female students with lawyers.
- Establish and communicate priorities and the agenda, develop action plans, take and distribute minutes to general membership.

**Osgoode Orientation**, Osgoode Hall Law School September 2012

- Support and accompany incoming students to their first week at law school through events and communication sessions.

**Community and Legal Aid Services Programme**, Osgoode Hall Law School 2011 – Present  
*Caseworker and Intake Volunteer*

- Immigration Division caseworker: conduct legal research, retainer meetings, and client interviews in order to provide legal access to refugees.
- Intake volunteer: perform client screening and intake interviews, appointment scheduling, data entry, and respond to telephone and walk-in prospective client inquiries for all services.

**Future Possibilities for Kids**, Toronto, Ontario 2010 – Present  
*KidCoach*

- Act as an assigned coach and mentor to a child from an at-risk neighbourhood assisting them to build self-esteem, work through challenges, and progress through a curriculum designed to identify their leadership potential.

**Humanities for Humanity**, Trinity College, University of Toronto 2010 – 2011  
*Mentor*

- Acted as a student mentor and discussion facilitator in an evening learning program for youth and adults who were unable to attend post-secondary educational institutions due to socioeconomic barriers.
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## SKILLS AND INTERESTS

- Intermediate oral and written French
- Royal Conservatory of Music Grade VIII Piano, Grade III Musical Theory
- Standard First Aid with CPR-C certified, Targeted Automated External Defibrillator (AED) Site Responder
- Travel (Morocco, Croatia, Italy, Spain, France, Great Britain, East and West coasts of Canada)
- Hot yoga, swimming, running, sailing
- Avid baker

## Jane Doe

123 Bloor Street, Toronto ON, M1K 4E5  
(647) 123-4567 · jane.doe@hotmail.com

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### EDUCATION

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**University of Toronto Faculty of Law** [Sept 2011-present]  
Juris Doctor Candidate 2014

**University of Winnipeg** [2005-2010]  
Bachelor of Arts in Criminal Justice (Honours)

### AWARDS AND ACKNOWLEDGEMENTS (BASED ON ACADEMIC MERIT)

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The ABC Scholarship [2011]  
John Doe Scholarship [2009]  
Jane Smith Memorial Scholarship [2008]  
Scholarship in Criminal Justice [2008]  
Academic Proficiency Scholarship [2006-2009]  
University of Winnipeg Special Entrance Scholarship [2005]

### WORK EXPERIENCE

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#### Educational Work Experience

*Research Assistant*, University of Toronto Professor Jim Phillips, Toronto ON [Dec 2011-May 2012]

- Biographical research for Osgoode Society for Canadian Legal History

*Co-Author*, Criminal Justice Conference Paper, Winnipeg MB [Sept 2009-June 2010]

- Quantitative and qualitative data analysis; synthesis and analysis of large quantities of data

*Teaching Assistant*, Research Methods in Criminal Justice (CJ-2102), Winnipeg MB [Sept 2009-Dec 2009]

- Responsible for assisting students during statistics labs and marking assignments
- Developed leadership and time-management skills

*Teaching Assistant*, Criminal Processes and Procedures (CJ-3130), Winnipeg MB [Jan 2008-April 2008]

- Responsible for marking assignments and examinations, and returning them in a timely manner

*Biology Lab Demonstrator*, Ecology, Evolution and Biodiversity (BIO-1116), Winnipeg MB [Sept 2006-Dec 2006]

- Responsible for assisting students in laboratory exercises, and invigilating and marking assignments and examinations

#### Law-Related Experience

*Research Assistant*, Carpenter Family Law, Toronto ON [July 2012-present]

- Researched case law and legislation relating to different areas of family law
- Drafted legal memorandums

*Research Assistant*, Lundell & Hassan-Lundell Attorneys, Toronto ON [June 2012-July 2012]

- Researched case law relating to evidence law for a personal injury case

*Research Assistance*, Dr. Weinrath- University of Winnipeg, Winnipeg MB [June 2012-present]

- Researched and drafted a summary on the use of therapeutic communities in Canadian prisons

*Student Volunteer*, Artists' Legal Advice Services, Toronto ON [June 2012-present]

- Attended volunteer shifts that involve phone intake, appointment call-backs, and observing client meetings

*Member*, Trial Advocacy Group, University of Toronto, Toronto ON [Jan 2012-April 2012]  
◦ Developed trial level litigation skills relating to direct examinations, cross examinations, and closing and opening statements through preparation for and participation in a mock trial

*First Year Caseworker*, Downtown Legal Services- Criminal Division, Toronto ON [Sept 2011-April 2012]  
◦ Attended weekly phone intake shifts that involved obtaining intake information and providing legal assistance referrals  
◦ Learned substantive law and legal processes relating to criminal law  
◦ Carriage of client file and responsible for legal representation in court and pre-trial negotiation

*Member*, IHRP Working Group- UN Women's Property Rights, Toronto ON [Sept 2011-April 2012]  
◦ Conducted constitutional and gender research on the Guatemalan and Afghanistan constitutions  
◦ Prepared a mapping assignment using provision of the Guatemalan and Afghanistan constitutions regarding gender equality and issues

*Member*, University of Toronto Women and the Law Student Group, Toronto ON [Sept 2011-April 2012]  
◦ Attended and participated in group meetings and discussions relating to the issues facing females in the practice of law; involved in local networking

*Arts Committee*, University of Winnipeg Student's Association, Winnipeg MB [January 2010-June 2010]  
◦ Elected by my peers, and while in the position I took the initiative to develop a "Positive Space" Campaign at the University of Winnipeg

*Pilot Study Co-Ordinator*, Headingly Correctional Center, Headingly MB [Oct 2009-April 2010]  
◦ Successfully crafted and implemented a pilot study to quantitatively and qualitatively assess the effect of auricular acupuncture on the mental health symptoms of incarcerated males

*Participant*, University of Winnipeg Criminal Process and Procedures Moot, Winnipeg MB [May 2009]  
◦ Oral and written presentation of legal arguments  
◦ Received the highest score for my oral advocacy

### **Other Work Experience**

*Server*, Joey Eaton Centre, Toronto ON [June 2012-present]  
◦ Responsible for greeting and serving guests in a highly efficient manner and money management

*Shift Leader*, Earls Restaurant, Kelowna BC [May 2010-May 2011]  
◦ Promoted to shift manager; led a team of 10-15 employees with weekly sales in excess of \$200,000

*Bartender and Server*, Earls Restaurant, Kelowna BC [May-Aug 2007-2011]  
◦ Responsible for preparing beverages in a highly efficient manner and reconciliation of cash at day's end

*Educator*, Lululemon Athletica, Banff AB [May-Aug 2006]  
◦ Responsible for development and growth of the Banff store location

### **PUBLICATIONS**

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Doe, Jane (2010). The Criminal Justice System in Canada. *Canadian Journal of Urban Research* (submitted).

### **INTERESTS**

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**Sports-** I enjoy participating in outdoor activities such as wake surfing, camping, and snowboarding.

**Music-** I enjoy listening to classic rock, including Led Zeppelin, The Doors, and Neil Young.

# John Doe

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123 Law Street | Mississauga, Ontario, L5M 2K9 | T: (416) 123-3134 | E: johndoe@myemail.ca

## EDUCATION

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2011 – Present	<b>Queen’s University, Faculty of Law</b> <i>Juris Doctor Candidate, 2014</i>	Kingston, ON
2005 – 2009	<b>York University, Schulich School of Business</b> <i>International Bachelor of Business Administration</i> Specializations: Economics, Marketing	Toronto, ON
Winter 2008	<b>ESADE University</b> <i>Undergraduate Business Exchange</i>	Barcelona, Spain

## AWARDS AND SCHOLARSHIPS

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2010 - 2011	<b>Winner of 5 Bravo Awards, ABC Foods Canada</b> <i>Given monthly for excellence in customer management and development</i>	Mississauga, ON
2010	<b>Super Bravo Award, ABC Foods Canada</b> <i>For creation of ABC Canada’s national small format execution guide</i>	Mississauga, ON
2009	<b>Catcher of the Period Award, ABC-QTG Canada</b> <i>For excellence in customer-focused sales solutions</i>	Mississauga, ON
2007	<b>Business Case Competition Winner, Schulich School of Business</b>	Toronto, ON
2005	<b>Entrance Scholarship, York University</b>	Toronto, ON

## EMPLOYMENT EXPERIENCE

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Summer 2012	<b>ABC Foods &amp; Beverages Canada, Legal Department</b> <i>Legal Department Summer Student</i> <ul style="list-style-type: none"><li>Revised manual on compliance with competition and trademark legislation</li><li>Drafted new by-laws and commenced recertification process for The ABC Foundation to ensure compliance with current not-for-profit legislation</li></ul>	Mississauga, ON
2010 – 2011	<b>ABC Foods Canada, Category Management</b> <i>Shelf Manager</i> <ul style="list-style-type: none"><li>Negotiated product assortment strategies with national retail clients</li><li>Collaborated with marketing teams to drive in-store volume for new products</li><li>Analyzed consumer databases to identify high-profit product opportunities</li></ul>	Mississauga, ON
2009 – 2010	<b>ABC – QTG, National Retail Sales</b> <i>Territory Manager – Small/Large Format</i> <ul style="list-style-type: none"><li>Managed sales relationships with over 200 key retail customers in Toronto</li><li>Negotiated with customers to generate over \$50,000 in incremental sales</li></ul>	Toronto, ON

- Summer 2008                      **Gas Company, Business Services & Lottery**                      Mississauga, ON  
*Category Specialist and Marketing Intern*
- Led execution of the 2008 promotional strategy for Gas Company
  - Managed all retail communications relating to business services and lottery
- Summer 2007                      **XYZ, Medical Products Division**                      Toronto, ON  
*Assistant Product Manager*
- Assessed and enforced contractual agreements with buyers for purchases
  - Collaborated with national sales team to better target sales resources
- Summer 2006                      **ABCD, Credit Card Marketing**                      Karachi, Pakistan  
*Marketing Summer Student*
- Conducted a competitive analysis on Karachi's credit card products market

## **VOLUNTEER AND EXTRA-CURRICULAR ACTIVITIES**

- 2011 – Present                      **Queen's University, Law Students' Society**                      Kingston, ON  
*President*
- Leading the L.S.S. Council to develop initiatives to improve student life
  - Collaborating with the general L.S.S. Council to address student concerns
- 2011 – Present                      **Queen's Law Club Governance Committee**                      Kingston, ON  
*Committee Representative*
- Analyzing new club proposals to assess viability and impact on student life
- 2011                                      **ABC Foods Canada, PFC HQ Events Committee**                      Kingston, ON  
*Committee Member*
- Collaborated with directors of all departments to select committee members
  - Organized initiatives such as a softball tournament, and themed Fridays
- 2010                                      **ABC-QTG Canada, United Way Silent Auction Committee**                      Kingston, ON  
*Sales Team Representative*
- Negotiated with customers and partners to obtain prizes for charity auction
- 2008 – 2009                      **Schulich School of Business, APEX Conference**                      Toronto, ON  
*Member – 2009 APEX Conference Executive Team*
- 17 person team that organized the 11<sup>th</sup> Annual APEX Conference
  - Developed the conference's first constitution addressing committee protocols
  - Held accountable for \$60,000 in sponsorship funds to create the conference

## **INTERESTS**

- **Sports** – played/coached AAA Baseball and am currently playing in a division-1 men's league; passionate football and basketball fan
- **Languages** – proficient in Spanish and Hindi, Conversational in French
- **Travelling** – aspiring to backpack through every continent in the world
- **Autism Awareness** – Enjoy both researching autism individually and attending seminars on this disability

# JANE DOE

XXX Avenue | Apt XXX | Windsor ON | N9B XXX | (519) XXX-XXXX  
XXX Blvd | Toronto ON | M5M XXX | (416) XXX-XXXX  
doe@uwindsor.ca

## EDUCATION

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2011-Present **Juris Doctor Candidate (2014)**

UNIVERSITY OF WINDSOR

- Exchange: MONASH UNIVERSITY, Kuala Lumpur, Malaysia (Summer 2012)
- Award: "Pass with Distinction" for Legal Research & Writing Moot (2012)

2005-2009 **BScE, Electrical Engineering (2009)**

QUEEN'S UNIVERSITY

- Graduated with Second Class Honours (2009)
- Awards: Dean's Entry Scholarship (2005), Dean's List (2006)

## EMPLOYMENT EXPERIENCE

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2009-2011 **Electrical Engineer**

ABC INC.

- Worked at an international research and development consulting firm in the Distribution Asset Management group within the Transmission and Distribution Technology group
- Presented a research project at the Canadian DALCM Conference in Ottawa
- Led multiple projects in the electrical power industry, including Asset Management, Asset Condition Assessments, Asset Amortization Analysis, IFRS, Arc Hazard Analysis, Distributed Generation Projects (including Connection Impact Assessments for FIT), and Failure Investigation (Fuses, Cables, etc)
- Led meetings with clients, managed technical staff, and met billable hour targets

2010-2011 **Sole Proprietor**

XYZ TUTORING

- Developed a sole proprietorship tutoring business, taught mathematics and science to grade 7-12 students, hired tutors, and organized scheduling with students

Summer 2008 **Electrical Engineering Intern**

ALBERTA INC.

- Worked at an electrical distribution utility to update their grid models using software
- Developed transmission planning projects, five year forecasts, customer planning, large area planning, and created development documents for the Alberta Energy Board

Summer 2006 **Law Clerk**

ABC BARRISTERS

- Served documents and prepared affidavits and statements of claim
- Communicated with clients, defense lawyers, insurance companies, doctors, and health specialists to prepare case briefs

Summer 2005, **Counselor, Activity Head, Outdoor Education Instructor**

2006 & 2007  
123 SUMMER CAMP

- Managed a staff of 8 counselors and taught wilderness survival skills to campers and staff

## EXTRACURRICULAR ACTIVITIES

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- 2012-Present    **Co-Chair**, EXTERNAL OUTREACH COMMITTEE
- Organize events and a committee that encourages students to get involved in the Windsor community outside the Law School
  - Committee initiatives: Soup Kitchen, Boys and Girls Club, Fashion Show, Cross Professional Night, and Parkinson's Walk
- 2011-Present    **Member**, STUDENT LAW SOCIETY
- Member, Law Games 2013 Committee and Social Committee
  - Leader, Social Orientation 2012
- 2007-2008        **Science Formal Convener**, QUEEN'S ENGINEERING SOCIETY
- Led a yearlong project and a committee of 5 Chairs, 15 Managers, 100 Designers, Security, Engineers, and Construction companies to convert a 7-room Hall into The Queen's Science Formal (mentioned on David Letterman's Top 10 University Black Tie Events)
  - Had an \$80,000 budget to build 2 three story tree houses and a 2 storey airplane inside the Hall, had 3 bands and 5 DJs playing inside the student-built structure
- 2005-2008        **Athlete & Coach**, VARSITY SYNCHRONIZED SWIMMING TEAM
- Award: Golden Q Award for Queen's Competitive Varsity Athletes
- Trained four days a week and oversaw choreography of a National competition routine

## COMMUNITY INVOLVEMENT

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- 2011-2012        **Caseworker**, COMMUNITY LEGAL AID
- Conducted client intakes, legal research and trial preparation
- 2011-2012        **Volunteer**, WINDSOR BOYS AND GIRLS CLUB
- Volunteered at the after-school program, and was on the committee to run a movie night
- 2010-2011        **Coach**, TORONTO SYNCHRONIZED SWIMMING CLUB
- Coached girls ages 8-11 in competitive synchronized swimming (paid position)
- 2005-2009        **Volunteer**, WOMEN IN SCIENCE AND ENGINEERING (Queen's Chapter)
- Ran science projects, experiments and lessons for girl guide groups in Kingston

## SKILLS & INTERESTS

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### Professional Development

- Engineer-in-Training registered with Professional Engineers Ontario to obtain PEng qualification
- Completed Professional Practitioner's Exam on Legal and Ethical Issues for Engineers (April 2010)
- Computer Skills & Programming: Microsoft Office, Excel, Visual Basic, C, Java, Turing, machine coding

### Athletics & Recreation

Running (Toronto Half Marathon, Sporting Life 10 km), canoe trips (Algonquin Park, Temagami, Coloungue River), ski trips (Panorama, Whistler, Tremblant, Jay Peaks), scuba diving (Cambodia, Brunei), road biking, tennis, golf

### Travel

Cuba, England, France, Switzerland, Spain, Italy, Greece, Croatia, Czech Republic, Austria, Vietnam, Cambodia, Thailand, Malaysia, Brunei, Philippines, Indonesia

# Jane Doe

314 Legal Street, Apartment #2, Toronto, ON M5H 2A5 | jane.doe@gmail.ca | (416) 222-2322

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## EDUCATION

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- Sept. 2011 – Present**                      **Juris Doctor Candidate (2014), Osgoode Hall Law School, Toronto, ON**
- Sept. 2006 – Apr. 2010**                      **Honours Bachelor of Commerce (B.Comm), University of Toronto, Toronto, ON**
- Graduated with Honours with a specialization in Finance
  - University of Toronto Entrance Scholarship – Entrance Average 90-94.9%
  - Dean’s List Scholarship – Academic Average of 80.0% or above
  - Johnson & Johnson Award – Participation in Exchange Program to Hong Kong
- Jan. 2009 – April. 2009**                      **International Exchange, Hong Kong University, Hong Kong**
- Completed a four-month International Study Abroad Program in Hong Kong focusing on Business Courses from an Asia-Pacific perspective

## WORK EXPERIENCE

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- May 2012 – Aug. 2012**                      **Associate, MINT Commercial Banking, Toronto, ON**  
**Oct. 2010 – Aug. 2011**
- Collaborated with a Relationship Manager and Credit Manager to underwrite credit analyses for corporations (deal size ranging from \$250K to \$15M) across several industries including legal, financial services, mining, and healthcare
  - Conducted due diligence of companies by reviewing financial statements, interviewing principal members, discussing cash flow management, and applying internal financial models to assign credit ratings and to provide recommendations
  - Worked closely with MINT Legal and outside counsel to obtain the required security documents for our mutual clients
  - Attended client meetings to maintain strong rapport with existing clients and to solicit new business
- July 2010 – Sept. 2010**                      **Financial Analyst – Tax and Accounting Division, ABC Canada Inc., Toronto, ON**
- Key analyst in assisting Finance Manager and Director with developing the company’s annual benefit budget
  - Monitored and maintained cash/debt balances and foreign exchange maturities on a daily basis
  - Co-chaired the Mentoring Program Committee and headed the launch of ABC Canada Inc.’s North American Mentoring Program by giving a company-wide presentation, overseeing the registration process, and acting as the general spokesperson for the program
- Jan. 2010 – Apr. 2010**                      **Teaching Assistant – Intro to Business, University of Toronto, Toronto, ON**
- Prepared and led weekly tutorials and held office hours for students seeking additional understanding of the course
  - Acted as a key liaison and effectively communicated course-related matters between students and the Professor
  - Responsible for grading assignments, exams, and evaluating presentations

**May 2009 – Aug. 2009**

**Financial Analyst, ABC Canada Inc., Toronto, ON**

- Led a 4-month long project to reduce ABC's working capital which resulted in savings of over \$5 million; personally presented results to the VP of Finance
- Strengthened analytical skills by using Excel to drill down large quantities of data, generate graphs, and produce comprehensive monthly and quarterly treasury reports to support management analysis

#### **EXTRA-CURRICULAR ACTIVITIES**

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**Apr. 2012 – Present**

**Vice President of Finance, Osgoode Law Students Society (LSS)**

- Responsible for controlling the funds, assets, and property of the LSS: including maintaining accurate records of all LSS spending, managing the disbursement of funds according to the budget, overseeing the club funding process, and maintaining financial transparency
- Acting as key advisor to each of the year treasurers and various committees

**Sept. 2011 – Present**

**Executive Member, Osgoode Corporate Law Club (CLC)**

- Organized an all-day firm tour allowing first-year students to connect with several Bay Street law firms

**Sept. 2011 – Present**

**Fundraising Coordinator, Osgoode Law Cancer Society (OLCS)**

- Responsible for leading the Committee's various fundraising projects to promote awareness for cancer research within the Osgoode community including a book sale and annual charity race

**Jan. 2012 – Present**

**Osgoode Hockey, Osgoode Intramural Sports**

- Member of an intramural Hockey team

**May 2012 – Sept. 2012**

**Member, Team "Batter Up", Weekly Sports Club**

- Attended weekly practice and competed intermediately in a regional softball league in the Greater Toronto Area

**Nov. 2008 – Dec. 2008**

**Delegate, University of Toronto Finance Association Conference (TFAC)**

- Executed superior trading strategy to place first in simulated stock exchange at the old Toronto Stock Exchange building
- Attended a series of panels, speeches, and networking events led by executives of the Financial Industry

**Sept. 2008 – Dec. 2008**

**Team Captain, University of Toronto Intramural Indoor Soccer**

- Motivated and led the 2010 team to play a successful season

#### **ADDITIONAL INFORMATION / PERSONAL INTERESTS**

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- Lived and studied in Hong Kong for 4 months while traveling around Southeast Asia including Malaysia, Thailand, Vietnam, Laos, Singapore, and Indonesia.
- Accomplished pianist – Obtained Grade 10 Piano Degree (Honours) with the Royal Conservatory of Music
- Theatre, Travel, Skydiving, Yoga.

# John Doe

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School: 100-200 Randolph Avenue, Windsor ON N9B 2V6 519.123.4567  
Permanent: 10 Bay Street, Toronto, ON M3B 1H1 416.123.4567  
Email: johndoe@uwindsor.ca

## Education:

Sep 2001 – Present Candidate for **LL.B.**, expected graduation 2004  
University of Windsor, Windsor, ON

Sep 1994 – May 1998 **Hons. B.Sc.** with majors in Economics and Psychology  
University of Toronto, Toronto, ON

## Awards and Achievements:

Mar 2002 **“Pass with Distinction”** award, Legal Writing Moot

- Prepared memorandum of law and factum regarding the constitutionality of the Money Laundering Act and its impact on solicitor-client privilege

Oct 1999 **Canadian Securities Course**  
Canadian Securities Institute, Toronto, ON

## Related Legal Experience:

June 2001 – Present **Research Assistant to Professor David Jones**, University of Windsor

- Prepared research memoranda and supplementary course materials on covenants, adverse possession and tenant protection

Sep 2001 – Present **Group Advisor/Case Worker**, Community Legal Aid, Windsor, ON

- Filed documents and appeared in court on various client matters
- Assisted in the supervision of a group of case workers
- Conducted client intake, research and file closing

## Employment Experience:

Dec 2000 – Aug 2001 **Investment Specialist**, TD Asset Management, Toronto, ON

- Consistently exceeded sales and service targets in a declining market as a licensed mutual funds representative
- Ensured compliance with industry regulations when authorizing and processing mutual fund trades

Nov 1999 – Dec 2000 **President**, OPSEU Local 598 – Ontario Teachers’ Pension Plan Board  
Toronto, ON

- Negotiated Hot-Skills retention bonus in a joint management-union initiative to retain key employees in IT and Investments
- Instituted Local Mission, Vision and Values statements
- Set and realized annual organizational objectives

**Employment Experience Cont.:**

Aug 1998 – Dec 2000      **Project Analyst**, Ontario Teachers' Pension Plan Board, Toronto, ON

- Anticipated and resolved pension reporting issues to ensure accurate payment of members' entitlements
- Wrote quality control procedures to ensure effective departmental communication with external clients

Oct 1997 – Jan 2000      **Patient Administrative Associate: Emergency Department**  
Sunnybrook & Women's College Health Sciences Centre, Toronto ON

- Coordinated patient flow by prioritizing admissions and discharges

**Extracurricular Activities:**

Sep 2002 – Present      **Treasurer**, University of Windsor Pre-Law Society  
University of Windsor

- Proposed budget for an undergraduate club with a mandate to inform students about the study and profession of the law

Sep 2001 – Present      **Vice President/First Year Representative**, Asian Law Students  
Organization, University of Windsor

- Organized a province-wide conference of law students and practitioners with a focus on access to justice and equity issues

Nov 2000 – Present      **Mentor**, Management Alumni Association Mentorship Program  
University of Toronto

- Provided career guidance to an undergraduate business student

Sep 2002      **Group Leader**, Social Orientation, University of Windsor

- Welcomed and mentored a group of first year law students

Sep 2001 – May 2002      **Associate Editor**, Windsor Review of Access to Justice  
University of Windsor

- Presented opinions on journal submissions to the selection committee

Mar 1997 – Sep 1999      **Receptionist**, The 519 Community Centre, Toronto, ON

- Provided general office help in a busy downtown community centre

Jun 1996 – Feb 1997      **Friendly Visitor**, Queen Street Mental Health, Toronto, ON

- Provided institutionalised schizophrenic patients with an opportunity to socialize outside of the locked ward

**Interests:**

- Committed to training in Wado Ryu Karate and have achieved the level of brown belt
- Hobbyist black & white and digital photographer

# John Doe

**School:** 215 Graduate Residence, Queen's University  
Kingston, Ontario K7L 3N6  
Telephone 613.123.4567 E-Mail johndoe@hotmail.com

**Home:** 66 Wellington Street West  
Toronto, Ontario M5K 1N6  
Telephone 416.123. 4567

## EDUCATION

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- 2001 - 2004                    **Bachelor of Laws Candidate**  
Queen's University, Kingston, Ontario
- *Newton Rowell Entrance Scholarship in Law*
  - *Distinguished Oralist – Honourable Mention, Fasken Martineau First-Year International Law Moot*
- 1996 – 2001                    **Bachelor of Arts with Honours in Political Science**  
University of Alberta, Edmonton, Alberta
- *Honours Thesis – The Road Towards the International Criminal Court*
  - *1999-2000: Vice-President Academic, Students' Union (mandatory course reduction)*

## EMPLOYMENT EXPERIENCE

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- May 2002 –  
August 2002                    **Summer Law Student**  
Jones & Smith LLP, Calgary
- Prepared research memoranda, notices of motion, closing books, watching brief, case summaries, drafts of letters and researched the proper procedure for demolishing an entire neighbourhood
  - Met with clients, summarized evidence, analyzed testimony, proofread agreements, filed documents at courthouse, calculated share price data, argued files with lawyers, observed hearings, meetings and discoveries
- May 2000 –  
April 2001                        **Director of Communications**  
University of Alberta Students' Union, Edmonton
- Public relations coordinator reporting directly to the President
  - Advised executives on policy and planning for \$9 million organization
- May 1999 –  
April 2000                        **Vice-President Academic**  
University of Alberta Students' Union, Edmonton
- Represented 26,000 students to the university, community and media
  - Voiced student concerns, chaired committees, wrote university policies
- September 1999 –  
February 2000                    **Commentator**  
Canadian Broadcasting Corporation – Television, Edmonton
- Wrote, prepared and presented commentaries on-air

## EXTRACURRICULAR ACTIVITIES

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- 2001 – Present      **Vice-President**, Law Class of 2004
- Implemented new student-driven seminar for Legal Skills course
  - Developed new fundraising events; overhauled clubs funding policies
- Member**, Queen’s Debating Union
- 2001 – 2002      **Vice-President**, South Asian Law Students’ Association
- Organized guest speakers, social events and fundraisers
- Treasurer**, Intellectual Property and Information Technology Association
- Raised funds for firm tours, guest speakers and innovative webpage
- Registration Committee**, Queen’s 8<sup>th</sup> Annual Business Law Symposium
- Assisted firms, participants and speakers during the symposium
- Member**, Articling Committee, Corporate Law and Investment Club, Criminal Law Association, International Law Society, Queen’s International Affairs Association.

## COMMUNITY INVOLVEMENT

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- March 2002 –  
March 2003      **President**  
Canadian University Society for Intercollegiate Debate
- Working with executive team to oversee tournaments and university teams; representing Canada on the World Council
  - Directing organizational review; expanding post-secondary debating
- January 1997 –  
July 2001      **Member, Board of Trustees**  
**Chair, External Committee** (January 2001 – July 2001)  
Edmonton Public Library
- Provided unique (student) perspective on governance and the future of the library; involved in the development of three new library branches
- January – June 2000      **Mentor**  
Partners with Kids Program, Norwood Elementary School, Edmonton
- Worked with a student to improve his reading and homework skills
- March 1997 –  
March 1999      **Member, Board of Directors**  
Alberta Debate and Speech Association
- Developed new policies and organized fundraisers
  - Prepared extensive research packages on various public policy issues
- August 1998      **Volunteer Supervisor**  
Heritage Days Festival, Edmonton
- Coordinated volunteers for amphitheatre shows and presentations
- April 1997 –  
May 1998      **Member, Board of Directors**  
United Way of the Alberta Capital Region, Edmonton
- Involved in strategic planning and new program development
  - Helped generate and allocate resources

## INTERESTS

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Swimming, soccer, travel (Australia, New Zealand, Singapore, Sri Lanka, United States), drama, cinema, jazz, debating, international relations, maps, ice wine

# JANE K. DOE

**School Address:**  
317 – 155 First Street  
Halifax, Nova Scotia  
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(902) 123 – 4567

janekdoe@hotmail.ca

**Home Address:**  
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Toronto, Ontario  
M5K 1N6  
(416) 123-4567

## EDUCATION

- Dalhousie Law School, Halifax, Nova Scotia** 2001 – Present  
Currently in second year of the Bachelor of Laws Program. Expected graduation: May 2004
- Wilfred Laurier University, Waterloo, Ontario** 1996 – 1998  
Master of Arts, Major in History  
Graduate Scholarship
- University of Western Ontario, London, Ontario** 1991 – 1995  
Bachelor of Arts, Major in History  
Entrance Scholarship
- Université Canadienne en France, Nice, France** 1993 – 1994  
European history and the French language

## WORK EXPERIENCE

- Jones & Jones LLP, Waterloo, Ontario** May 2002 – Present  
*Student-at-Law*  
Full-time summer student in a firm specializing in Corporate/Commercial and Litigation law
- GEOS Language Corporation, Osaka, Japan** April 2000 – August 2001  
*English Teacher*  
Taught English as a second language to students of all ages, from elementary schoolchildren to executives of Japanese corporations. Effectively prepared students for foreign university examination and overseas work positions. Interviewed prospective students, provided student counselling and encouraged students to renew contracts
- Need Help Personnel, Toronto, Ontario** Sept. 1999 – April 2000  
*Personnel Consultant*  
Conducted interviews, resume screening and job search seminars for prospective applicants. Prescreened applicants to client's specifications for both temporary and permanent placements. Assisted in the development of a new client base through prospecting, sales calls and presentations
- ABCDE Technology, Montreal, Quebec** May 1999 – August 1999  
*Human Resources Trainee, Generalist Position*  
Contract position assigned to the development of job descriptions and salary specifications for an employee base of 600. Conducted interviews and resume screening, reporting to the Director of Human Resources
- Jump Café and Bar, Toronto, Ontario** Sept. 1998 – April 1999  
*Bartender and Server*  
Provided service in a high profile, fine dining restaurant. Given additional responsibilities of training new staff and daily bar inventory and ordering

## WORK EXPERIENCE continued

**Wilfred Laurier University, Waterloo, Ontario** **Sept. 1997 – May 1998**  
*Teaching Assistant*  
 Assisted professor with course planning and marking. Solely responsible for conducting biweekly seminars for 25 students and staffing office hours

**Air Transat, Toronto, Ontario** **Seasonally 1995 – 1997**  
*Flight Attendant*  
 Responsible for safety and comfort of passengers on domestic and overseas flights

## EXTRACURRICULAR ACTIVITIES

**Dalhousie Law School, Executive Vice President** **May 2002 – Present**  
 Elected position. Liaison between students and faculty, co-ordination of events at the law school and organizational role reporting to the President

**Pro Bono Students Canada, Halifax, Nova Scotia** **Sept. 2001 – Present**  
 Matched with a women's shelter to provide law-related support, including research and production of a publishable report on funding needs and government cutbacks, presenting workshops and attending court sessions with residents. Weekly commitment of three to five hours

**Dalhousie Law School, Community Outreach** **Sept. 2001 – Present**  
 Provided support for community programs including food drives, a weekly soup kitchen and fundraising

**Dalhousie Law Journal** **Sept. 2001 – Present**  
 Citations editor and member of the reading group responsible for reviewing submissions and advising editorial staff

**Dalhousie Law School, Academic Committee** **Sept. 2001 – June 2002**  
 Member of the Law Students' Board of Directors. Responsible for considering proposals for new courses, reviewing existing course structure and content and advising the Dean and Faculty Council on curriculum and marking structures

**Big Sisters, Waterloo, Ontario** **Jan. 1997 – April 2000**  
 Involved in a Big Sister/Little Sister match. A minimum weekly commitment of three hours

**Toronto Public Library, Literacy Program, Toronto, Ontario** **Sept. 1999 – April 2000**  
 On a weekly basis met with a six year old child in activities designed to promote enjoyment of reading and an increase in reading and writing skills

**Terry Fox Run Chairperson, Nice, France** **Sept. 1993 – May 1994**  
 Co-ordinated a French version of the Terry Fox Run. Raised \$15,000 that was equally divided between L'Institute Curie in Paris and the Canadian Cancer Society. Organized sponsorship by Air Canada, Air France and Evian. Communicated in French with the local media to promote the race

## ADDITIONAL SKILLS/INTERESTS

- Fluency in oral and written French
- Royal Conservatory Grade 10 Violin, Grade 8 Piano
- Cycling, drawing and horseback riding

# John A. Doe

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**Sessional Address**  
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Kingston, Ontario  
K1G 1P1

**E-Mail**  
jdoc@hotmail.com  
**Mobile**  
416-999-0011

## Education

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- |             |   |                     |
|-------------|---|---------------------|
| 2010 – 2013 | <b>University of Ottawa, Faculty of Law, Common Law Section</b><br>Doctorate of Laws, anticipated 2013  | <b>Ottawa, ON</b>   |
| 2009 – 2010 | <b>Queen's University, School of Policy Studies</b><br>Master of Public Administration <ul style="list-style-type: none"><li>○ <b>Graduated with Distinction</b></li><li>○ <b>Queen's Graduate Award</b> for academic achievement</li></ul> | <b>Kingston, ON</b> |
| 2006 – 2009 | <b>Queen's University, Faculty of Arts and Sciences</b><br>Bachelor of Arts with Honours Geography <ul style="list-style-type: none"><li>○ <b>Graduated with Distinction</b></li><li>○ <b>Dean's Honour List, 2007 – 2009</b></li></ul>     | <b>Kingston, ON</b> |

## Law-Related Experience

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- |                       |   |                    |
|-----------------------|---|--------------------|
| Jan. 2010 – May 2012  | <b>Canadian Intellectual Property Office</b><br><b>Intern, Trade-marks Opposition Board</b> <ul style="list-style-type: none"><li>○ Under the direct supervision of Chair, Trade-marks Opposition Board, drafted a number of section 45 decisions</li><li>○ Analyzed and summarized litigants' affidavit evidence, in preparation for drafting decisions</li><li>○ Conducted extensive research into different points of trade-mark law</li></ul> | <b>Ottawa, ON</b>  |
| Sept. 2011 – May 2012 | <b>Ottawa Law Review</b><br><b>Senior Editor</b> <ul style="list-style-type: none"><li>○ Evaluated articles, book reviews and case commentaries of Canadian and international legal scholars to select submissions for publication</li></ul>  | <b>Ottawa, ON</b>  |
| Sept. 2010 – May 2011 | <b>Ottawa Law Review</b><br><b>Associate Editor</b> <ul style="list-style-type: none"><li>○ Proofread and revised successful submissions to conform to the OLR guidelines</li><li>○ Perfected the footnotes therein to conform to the latest edition of the <i>Canadian Guide to Uniform Legal Citation</i></li><li>○ Fact-checked the evidence cited in the successful submissions</li></ul>   | <b>Ottawa, ON</b>  |
| Nov. 2010 – Feb. 2011 | <b>Harold G. Fox Moot Court Competition</b><br><b>Moot Court Competitor</b> <ul style="list-style-type: none"><li>○ Co-authored the respondent's factum and delivered closing arguments</li></ul>   | <b>Toronto, ON</b> |
| Nov. 2010 – May 2011  | <b>University of Ottawa, Faculty of Law, Common Law Section</b><br><b>Research Assistant</b> <ul style="list-style-type: none"><li>○ Conducted a Canada-wide survey of high-speed Internet availability in rural communities and prepared a report of the results thereof</li><li>○ Documented the proceedings at the CRTC New Media hearings</li></ul>   | <b>Ottawa, ON</b>  |

## Work Experience

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May – Aug. 2007	<b>Canadian Institute for Health Information Summer Student</b>	<b>Toronto, ON</b>
	<ul style="list-style-type: none"> <li>◦ Interviewed department heads and directors to discern the procedures of four departments for publication in a flowchart</li> <li>◦ Developed an executive summary, documenting the duties of multiple branches and departments, to explain new roles after a restructuring</li> </ul>	
May – Aug. 2005, 2006	<b>Cancer Care Ontario Communications Officer, Public Affairs</b>	<b>Toronto, ON</b>
	<ul style="list-style-type: none"> <li>◦ Drafted and refined internal bulletins on CCO's public image, Ontario cancer drug coverage and pharmaceutical research and development</li> </ul>	
Sept. 2007 – May 2006	<b>Queen's University, Faculty of Arts and Sciences Teaching Assistant</b>	<b>Kingston, ON</b>
	<ul style="list-style-type: none"> <li>◦ Planned weekly tutorials with three professors and seventeen teaching assistants and worked with a small group of first-year students to help them develop individual learning strategies</li> </ul>	

## Extracurricular and Volunteer Experience

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Sept. 2011 – May 2012	<b>Business Law Society Academic Officer</b>	<b>Ottawa, ON</b>
	<ul style="list-style-type: none"> <li>◦ Coordinated fundraisers and other events with faculty, including a concert and panel discussion</li> </ul>	
Sept. 2011 – May 2012	<b>Ontario Bar Association Law School Ambassador to the University of Ottawa</b>	<b>Ottawa, ON</b>
	<ul style="list-style-type: none"> <li>◦ Organized and hosted "Life after Law School", an interactive panel discussion with local practitioners about employment opportunities available to graduates</li> </ul>	
Sept. 2010 – May 2011	<b>Student Law Society First-Year Representative</b>	<b>Ottawa, ON</b>
	<ul style="list-style-type: none"> <li>◦ Coordinated an electronic waste ("e-waste") disposal drive with the Environmental Law Students' Association</li> </ul>	
Dec. 2010 – Mar. 2011	<b>Queen's International Affairs Association Delegate, National Model United Nations</b>	<b>New York, NY</b>
	<ul style="list-style-type: none"> <li>◦ Addressed the First Committee of the National Model UN General Assembly on the subject of the small arms and light weapons trade</li> </ul>	
2006 – present	<b>Canadian Cancer Society</b>	<b>Toronto, ON</b>
	<ul style="list-style-type: none"> <li>◦ Participate in annual fundraiser</li> <li>◦ Chair, junior volunteer committee</li> </ul>	

## Personal Interests

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Acting; Cars; Film; Golf; Music and Travel

# John Doe, P.Eng

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## EDUCATION

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**University of Ottawa, Ottawa, ON** **2011 - Present**  
*Faculty of Law, Juris Doctor (J.D.) Candidate 2014*

**Queen's University, Kingston, ON** **2002 - 2006**  
*Faculty of Applied Science, Civil Engineering*

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## PROFESSIONAL DESIGNATIONS AND CERTIFICATIONS

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**Professional Engineers Ontario** **2011**  
*Professional Engineer Designation (P. Eng)*

**Consulting Engineers of Ontario** **2007**  
*Contract Administration Certification*

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## LAW RELATED EXPERIENCE

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**Law Student, ABC Legal Department - Operations** **Summer 2012**  
*ABC Group Inc., Toronto, ON*

- Acted in various small claims matters including conducting a trial and representing Aecon at several settlement conferences.
- Drafted pleadings, affidavits and legal research memoranda.
- Prepared construction contract claims including assessing contractual and statutory entitlements, drafting notice of claim.
- Conducted commercial risk reviews of construction bid documents and communicated risks to business units.
- Redlined an IP Master Service Agreement to include more favorable commercial terms.
- Reviewed recent case law, identifying and synthesizing legal principles affecting Aecon operations.
- Obtained a contractor's license for ABC in the State of Virginia which involved the coordination of several ABC departments, liaising with state officials and ensuring all licensure requirements were met.

**Law Student, ABC Legal Department - Corporate** **Summer 2012**  
*ABC Group Inc., Toronto, ON*

- Drafted Director, Officer and Shareholder resolutions for various ABC subsidiaries.
- Coordinated the extra-provincial registration of several ABC subsidiaries.
- Coordinated the revival of a number of dissolved ABC subsidiaries.
- Aided with the reorganization of several ABC subsidiaries to accommodate the labour regimes in various provinces.
- Conducted legal research and drafted legal memoranda.
- Aided in preparation of Senior Credit Facility document.
- Addressed a number of Annual Report Correction Requests through investigation and the execution of appropriate changes to annual returns.
- Reviewed and proofread documents prior to being sent to external parties.

**Participant, Nelligan O'Brien Payne First Year Moot Court Competition** **November 2011**  
*University of Ottawa, Faculty of Law*

- Drafted an appellant factum.
- Prepared oral arguments and participated in moot court.

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## OTHER PROFESSIONAL EXPERIENCE

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### **Project Manager, Project Services**

**2008 - 2011**

*XYZ Co., Mississauga, ON*

- Managed and coordinated XYZ personnel, consultants and contractors, in developing engineering designs, securing government permits, and executing construction.
- Worked in conjunction with the XYZ Real Estate Department to negotiate and secure land agreements with owners of properties adjacent to project work.
- Managed risk assessment process including performing risk analysis, chairing risk assessment meetings, and developing risk mitigation plans.
- Managed the procurement process from the drafting of the Request for Proposal through tendering, bid evaluation and formal award recommendation.
- Coordinated with supervisors of XYZ's unionized employees to ensure all work being planned was in compliance with the union's Collective Bargaining Agreement.
- Supervised and monitored project budgets and communicated final budget projections to XYZ executive.
- Negotiated resolution of claims submitted by the contractor.

### **Internal Design Engineer**

**2007 - 2008**

*ABC Consulting Engineers, Ottawa, ON*

- Completed engineering designs and conducted engineering investigations.
- Corresponded with clients during design process to ensure their needs were being met.
- Compiled and drafted portions of design briefs, memoranda, and contract documents.

### **Assistant Contract Administrator**

**2006 - 2007**

*ABC Consulting Engineers, Ottawa, ON*

- Ensured all requirements of the contract were adhered to and enforced.
- Coordinated inspectors to ensure all areas of the project were monitored.
- Acted as the liaison between the Ministry of Transportation Ontario (MTO), contractor, designers, and general public.
- Worked with property owners whose land had been expropriated by the Province of Ontario to ensure all terms of their agreements were met and positive relations were maintained.
- Completed day-to-day duties including: the drafting and issuing of Site Instructions to the contractor; participating in onsite design resolution; and tending to any technical or logistical issues which arose.
- Drafted memoranda to the MTO outlining project status, areas of concerns, and suggested actions.
- Negotiated contract claims submitted by the contractor.

### **Co-Founder**

**2003 - 2004**

*ABCDE.ca, Kingston, ON*

- Aided in the development of the business plan and website.
- Secured agreements with wholesalers to supply posters and shipment material.
- Implemented marketing research through online surveys sent to university students across Canada.
- Implemented advertising strategies and assisted with the execution of daily operations.

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## PERSONAL INTERESTS

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- I am a passionate hockey fan.
- I enjoy pleasure reading. My favorite author is Ernest Hemmingway.
- I enjoy exploring the Toronto food scene.
- I enjoy backpacking and traveling to different parts of the world. I have visited Europe, Korea, Hong Kong and Thailand.
- I enjoy being physically active by running or playing sports such as beach volleyball.

## Jane Doe

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Home: 112 Yonge Street • Toronto, ON L4G 8K9

### EDUCATION

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#### **The University of Western Ontario, London, ON**

JD Candidate, 2014

Dean's Honour List

#### **Columbia University, New York, NY**

Masters of Science in Social Work, May 2011 (GPA: 3.8)

Concentration: Social Enterprise Administration

#### **New York University, New York, NY**

B.A. in Sociology, Minor in Social Work, May 2009 (GPA: 3.5)

Dean's Honor List (Fall 2005, Academic years of 2007 to 2009)

#### **NYU in Florence, Florence, Italy**

Coursework in Social & Cultural Foundations of the West and Art History, September 2005 – May 2006

### EMPLOYMENT

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#### **Teaching Assistant – Tort Law Small Group, London, ON**

September 2012 – Present

#### **Student Supervisor – Community Legal Services, London, ON**

May 2012 – Present

- Carriage of numerous files, spanning multiple practice areas
- Supervise Litigation Practice students in the management of files
- Supervise Associate Caseworkers in conducting client intakes

#### **Student Coordinator – Dispute Resolution Centre, London, ON**

May 2012 – Present

- Conduct mediation client intakes and mediations within the London and Middlesex communities
- Supervise mediation and negotiation interns
- Oversee all of the Dispute Resolution Centre's community outreach projects
- Assisted in the development of negotiation and mediation certificate curriculum

#### **Internship at ABC Limited, Toronto, ON**

June 2011 – August 2011

- Assisted in the development of a new compensation program that is being implemented globally
- Participated in the development of a new Canadian flexible benefits plan
- Revitalized and rebranded new employee on-boarding and orientation process

#### **Internship at ABC Solutions, New York, NY**

September 2010 – May 2011

- Worked with community based public health organizations to implement new media strategies into service delivery models
- Worked with at-risk youth populations to develop peer-to-peer new media messages and Public Service Announcements
- Created Needs Assessment surveys, Pre and Post Evaluation Instruments, and Satisfaction and Impact surveys

#### **Internship at ABC House, Harlem, NY**

September 2009 – May 2010

- Managed caseload of adults with severe and persistent mental illness in a residence facility
- Developed and facilitated a social action group, enabling residents to advocate on their own behalf
- Performed residential service duties such as administering medication, conducting residence and apartment checks, and crisis management

#### **Internship at ABC Law Office, Aurora, ON**

May – August 2010; May – August 2009

- Completed administrative duties
- Participated in on-site visits, attended meetings and received mentorship

## **VOLUNTEER WORK AND EXTRACURRICULAR ACTIVITIES**

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**Associate Caseworker – Community Legal Services, London, ON** October 2011 – April 2012

- Attended a duty hour, every other week
- Conducted client intakes

**Mediation Intern – Dispute Resolution Centre, London, ON** October 2011 – April 2012

- Completed Certificate in Community Mediation, with distinction
- Managed two community projects: facilitated mediation modules with undergraduate students and organized a speaker series event with an expert in the field of Alternative Dispute Resolution for law students

**1<sup>st</sup> Year Representative – Student Legal Society, London, ON** October 2011 – April 2012

- Initiated, publicized and moderated an exam preparation panel attended by all 1<sup>st</sup> year law students.

**Mentoring ABC, New York, NY** September 2008 – April 2009

- Mentored an underprivileged teenage girl living in a transitional home. Provided coaching and support, helped with homework and motivated her to pursue academic interests and finish high school

**ABC Solutions, San Carlos, Costa Rica** May 2008 – July 2008

- Worked as a volunteer in Costa Rica as a full time ESL teacher for members of a women's empowerment organization. Focus of the language classes was to enable them to increase the sale of their handmade crafts to tourists

## **RESEARCH, PAPERS AND AWARDS**

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### **BLG Client Consultation Competition**

November 2011

- Winner of competition against 29 teams
- Represented law school at National competition in February 2012. Finished as a semi-finalist

### **“Women in the Military: A Multi-Systemic Analysis of a Marginalized Population”**

March 2011 – May 2011

- Conducted research on the experience of women in the military in the current war zones of Iraq and Afghanistan
- Presented research to committee of professors at the School of Social Work at Columbia University

### **“The Role of Segregation in the Breakdown of Social Capital”**

September 2008 – April 2009

- Conducted research on social capital and its effects on educational and occupational attainment within isolated, economically deprived neighborhoods

### **NYU Undergraduate Research Conference**

April 2008

- Selected to speak at conference based on semester's research on alcoholism and addiction recovery

### **Research Apprentice**

January 2008 – April 2008

- Performed research for Sociology of Education professor, coding court cases

## **ADDITIONAL INTERESTS**

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- Completed the Chicago Marathon (Oct. 10, 2010)
- Competitive Hip Hop dancer (2001 – 2005)

## **LANGUAGES**

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- Fluent in French; Conversational Italian and Spanish