

CLARK KENT

613-727-4723 | kentc@algonquincollege.com

www.linkedin.com/clarkkent

PROFILE

Resourceful, organized, and dedicated **Paralegal** with a strong academic background in legal administration and field placement experience conducting legal research. Regarded for problem solving, decision-making, and critical thinking abilities along with a true understanding of the importance of accuracy that is essential in all legal matters. Continually identifies ways to improve process inefficiencies and increase production in a deadline driven environment.

SUMMARY OF QUALIFICATIONS

- Adheres to the professional and ethical requirements of the Paralegal Rules of Conduct
- Possesses experience in researching, analyzing, and applying the provisions of legislation and case law to client situations using proper legal citation methods
- Understands the admissibility of different types of evidence in the litigation process
- Prepares legal documents and correspondence on behalf of clients and lawyers
- Interviews clients to determine and assess their legal goals, objectives and expectations
- Interacts effectively with clients, responds to their needs and respects confidentiality
- Prioritizes activities and uses sound judgment when making challenging decisions
- Demonstrates fluency when communicating in English and French
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook
- Familiar with CanLII and PCLaw software

EDUCATION

Paralegal Graduate Certificate

2019 – Present

Algonquin College, Ottawa, ON

- GPA: 3.7/4.0

Law Clerk Diploma

2016

Algonquin College, Ottawa, ON

- Graduated with Honours

RELATED EXPERIENCE

Paralegal Field Placement

2020

Mazerolle & Lemay, Ottawa, ON

- Assisted lawyers by interviewing clients and witnesses, and preparing case summaries
- Assembled documentary evidence, prepared trial briefs, and arranged for trials
- Researched records, court files, and other legal documents at the request of the lawyer
- Prepared wills, real estate contracts, court reports, affidavits and other legal documents
- Organized files for pre-hearings, settlement discussions, and arbitrations
- Drafted legal correspondence and performed general clerical duties

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RELATED EXPERIENCE CONTINUED

Administrative Assistant

2017 – 2019

Deloitte, Ottawa, ON

- Provided daily administrative support to two departments on various projects
- Answered telephone calls and provided information on services and directed inquiries
- Scheduled and confirmed appointments; efficiently relayed information to those involved
- Updated databases of client records and a complex manual filing system
- Resolved customers' issues in a professional manner and followed all service guidelines
- Coordinated local and international travel logistics and accommodations
- Performed word processing, filing and faxing, received and sent mail

OTHER WORK EXPERIENCE

Customer Service Representative

2016 – Present

Wal-Mart, Ottawa, ON

- Offer prompt and professional assistance to meet customers shopping needs
- Greet customers in a polite and friendly manner, advise customers on use and care of merchandise and specialized products; suggest products based on customer needs
- Follow store safety rules and regulations and maintain a clean work station
- Strategically plan and execute duties based on workload and customer traffic patterns
- Promote products and services, locate merchandise and make purchase decisions
- Resolve customer issues and refer concerns where appropriate

Server

2015

Kelsey's Restaurant, Ottawa, ON

- Enhanced customers personal experience by anticipating, identifying and fulfilling customer needs and clarifying special orders
- Built rapport with a diverse range of customers, managers, and colleagues
- Successfully multitasked while remaining professional and courteous at all times
- Processed customers orders and payments in a timely manner

LICENCES & MEMBERSHIPS

Licenced Paralegal

2020 – Present

The Law Society of Ontario

CERTIFICATIONS & TRAINING

Standard First Aid and CPR

2019

St. John's Ambulance, Ottawa, ON

Non-Violent Crisis Intervention

2018

CPI, Ottawa, ON