

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 | |
| <ul style="list-style-type: none">• 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 | |

CLARK KENT

613-727-4723 | kentc@algonquincollege.com
www.linkedin.com/clarkkent

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

Licensed 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