Alissa

Alissa.335576@2freemail.com

# PROFESSIONAL OBJECTIVE

 Seeking a position as a Legal Assistant within a law firm; utilizing exceptional office management skills and brilliant educational background in law to assist in orchestrating a smooth flow of legal operations.

**EDUCATION & CERTIFICATIONS**

# DIPLOMA COMMUNITY COLLEGE (CDI Edmonton north campus) 2015-2016

## full Course outline:

* Word, Excel,
* PowerPoint, Access,
* Outlook, Executive Office Skills
* Effective Business Writing
* Introduction to Study Law
* General Legal Office Procedures and Documentation
* Real Estate, Civil Litigations1
* Commercial Law
* Wills and Estate
* Family Law Procedures
* Cooperate Law
* Criminal Law and Evidence
* Civil Litigations 2
* Legal Research and Interviewing
* Torts
* Insurance Law
* Intellectual Property
* Credit and Collections Procedures
* Career and Employment Strategies.

 Computer Technology Skills

* This course includes keyboarding, Word, Excel, Access, PowerPoint, modules that require in administrative office career (2013 version)
* Keyboard Certificate for typing 60 WPM

high school diploma M.E. Lazerte 2011-2013

**SKILLS & ABILLITIES**

* Able to work independently or in a team
* Good knowledge of legal terminology
* Ability to use tact and sense of judgment effectively
* Ability to Multitask
* Proven ability to interpret and apply relevant rules
* Investigating legal research methods
* Excellent communication and organizational skills
* Poses high organization skills and flexibility

**Alissa**

**WORK & VOULNTEERING EXPERICENCE**

LARRY SITKO PROFESSIONAL CORPORATION (PRACTICUM 100 HOURS)

Edmonton, AB

* Reviewing title reports
* Monitoring financial transactions and foreclosures
* Preparing legal descriptions of land
* Preparing Wills
* Responding to general inquiries from callers and visiting clients
* Maintained lawyer's calendar, contacts, and schedules client appointments
* Manual file management including opening files, ongoing maintenance during life of file, and closing files.

HOSPITLIATY SERVER AT ROSEDALE DEVELOPMENTS 2013-2016

Edmonton, AB

* Highly experienced in Personal Care for over 2 years
* Providing companionship and conversation
* Preparing meals and cleaning up meal-related items
* Obtained responsibility and supervising seniors with special diets

**HOBBIES & INTEREST**

* Volunteering: The Leukemia & Lymphoma Society of Canada (LLSC)’s Light the Night Walk
* Interests: include criminal law, human rights law, Justice of Canada, and legal research.

**References available upon request**