
EDUCATION

Master of Laws in International Business Law Candidate
Osgoode Hall Law School, York University, Toronto ON

Sep 2023 - Present

LPP Theoretical Component
Law Practice Program, Toronto Metropolitan University, Toronto ON

Aug 2024 – Jan 2025

Certificate of Qualification
National Committee on Accreditation, Toronto ON

July 2022

Dual-Qualifying Bachelor of Laws (Clinical), LLB (Scots & English Law)
University of Strathclyde, Glasgow, Scotland

Sep 2017 - Jun 2021

LEGAL EXPERIENCE

Legal Administrative Assistant II & Regulatory Clerk
Gowling WLG (Canada) LLP, Ottawa, ON

Oct 2022 - Aug 2024

- Drafting and editing legal documents, client-facing communications and official communications with governmental entities with minimal supervision.
- Managing professionals' practices through client onboarding, liaison, accounting, billing, docketing, travel, file management, optimizing workflow, and general organization.
- Acting as Product Regulatory Clerk in the preparation and review of technical documentation to bring products into compliance for clients by interacting with regulatory bodies such as Health Canada.
- Spearheading special administrative projects and assisting with business development initiatives within the practice, proactively identifying areas of improvement and liaising with all team members.

Student Advisor
Strathclyde Law Clinic, Glasgow, Scotland

Sep 2017 - Jun 2021

- Engaging in teamwork with co-adviser to assist clients in pursuing their best interests through various dispute resolution mechanisms, including negotiation, mediation, judicial mediation, tribunal hearings.
- S'engager en travail d'équipe avec co- pour assister des clients en obtenir les meilleurs résultats au moyen de mécanismes ADR, comme négociation,
- Managing client files from the outset of representation to resolution, including information gathering, legal research and drafting, client relationship management, and administrative tasks.
- Advising prospective clients at Initial Advice Clinics or via one-off Online Inquiries, and clients through a complete representation service under the oversight of supervising lawyers.
- Securing a settlement in a constructive dismissal context for a vulnerable client during judicial mediation.

Legal Intern

AMJ Oman, Muscat, Oman

Jun 2018

- Gaining exposure to corporate-commercial, international, IP, and oil & gas law under guidance of partner and senior associate.
- Conducting legal research, drafting memos and emails to assist supervisors on client files.
- Attending meetings and collaborating with supervising lawyers to discuss theory of the case for client advice.

OTHER WORK EXPERIENCE

Content Writer

Freelancer, Online

Sep 2021 - Mar 2022

- Employed marketing techniques and created writing samples for client onboarding.
- Communicated with clients to gauge expectations and discuss project requirements.
- Conducted research, drafted, and edited varied content on a timely basis, incorporating feedback.

Executive Secretary

Rotakt SRL, Romania

May 2021 - Sep 2021

- Acting as executive secretary for Co-Founder, assisting with scheduling, meeting preparations, travel arrangements, accounting, expensing, serving as liaison with internal and external contacts.
- Drafting, proofreading, editing, and filing legal & administrative documents, ensuring accuracy.
- Assisting with meeting preparation by conducting research, preparing and gathering relevant records.

Personal Trainer

PureGym, Glasgow, Scotland, UK

Aug 2019 – May 2020

- Developing and implementing personalized fitness programs, comprehensive questionnaire for clients, and complementary marketing materials such as brochures for prospective clients.
- Training clients on a one-on-one basis, hosting group fitness classes and workshops, empowering clients.
- Drafting legal documentation such as agreements, waivers, etc. managing client files, safeguarding personal information by creating and maintaining client files from onboarding until the end of clients' fitness journeys.

EXTRACURRICULAR AND VOLUNTEER ACTIVITIES

LPP Candidate Association - Executive

Law Practice Program, Toronto Metropolitan University, Toronto ON

Aug 2024 - Present

- Pursuing educational and wellness initiatives such as socials, speaker events, webinars; acting as point of contact for LPP Candidates to voice concerns, provide input, obtain clarification.
- Meeting with LPP Program Directors to discuss initiatives, program suggestions, report on LPP Candidates.

Momentum Committee – Member & Co-Chair

Gowling WLG (Canada) LLP, Ottawa, ON

Nov 2022 - Aug 2024

- Pursuing innovative educative initiatives and organizing firmwide events to further EDI Committee mandate.
- Co-Chairing Communications Committee and drafting monthly newsletters on EDI observances.

LANGUAGES

- Spanish (fluent written and oral), French (intermediate written and oral), Romanian (native/bilingual)