

PROFESSIONAL PROFILE

Investigative and organized professional with over 10 years of experience in consulting. Extensive academic history that includes a B.A. in English and an MBA. Equipped with thorough knowledge of legal processes and procedures having prepared legal documents.

EDUCATION

- Bachelor of Paralegal Studies** | *Humber College* September 2020 – present
- Key courses: Alternative Dispute Resolution, Contract Law, and Legal Research and Writing
- Master of Business Administration (MBA)** | *Schulich School of Business, York University* 20XX
- Specializing in Business Consulting; graduated with 3.6 CGPA
- Bachelor of Arts (B.A.), English** | *University of Toronto* 20XX
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HIGHLIGHTS OF QUALIFICATIONS

Research and Investigation

- Conducted in-depth research by conducting interviews and field surveys
- Investigated figures on company financial performance to determine opportunities of cost reduction
- Analyzed business acquisition issues by corresponding with legal team in reviewing case documents

Writing

- Transcribed field data into communicable reports that contained relevant facts and credible research
- Drafted emails and pitch presentations, creating templates to optimize company productivity
- Compiled information from journals into legal documents to be used in negotiations

Communication

- Supported legal team in providing business insights and developed understanding of legal procedures
- Represented clients during meetings to promote opportunities for profitable partnerships
- Prepared relevant documents and delivered key recommendations during progress evaluation meetings
- Responded to all client questions and probing in a professional manner

Organization

- Implemented a filing system that improved efficiency and speed by 60%
 - Documented meeting minutes in order to track and monitor goals and progress
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EXPERIENCE

- Management Consultant** | *Deloitte* January 2007 – April 2015
- Immigration Consultant** | *Ontario Ministry of Citizenship and Immigration* May 2004 – December 2007
- Information Officer** | *University of Toronto* September 2001 – April 2004