

ANDRADA BLAGOSLOV

LL.B

Calgary, AB

Detail-oriented and accomplished professional with over 6 years of legal experience, licensed in Romania and progressing towards Canadian requalification. With two decades of life in Canada, I offer fluency in English and outstanding interpersonal skills. As I prepare to start the CPLED PREP program in June 2024, I seek an articling position where I can leverage my strong background in international law, excellent communication abilities, and teamwork ethos. Committed to staying ahead in legal advancements, I aim to contribute valuable insights and foster robust client and public relations in the dynamic field of law

PROFESSIONAL EXPERIENCE

Law Office of S. Balgaradean, Romania
Legal Consultant

June 2020– Present

I have been working remotely as a Legal Consultant, with a focus on Real Estate, and Wills.

Key Responsibilities:

- **Comprehensive Legal Document Preparation:** Skillfully prepare various legal documents, including contracts, wills, and leases, ensuring compliance with relevant laws and client needs.
- **Legal Research and Analysis:** Conduct in-depth research on laws, regulations, and judicial decisions to inform case strategies and legal advice.
- **Client Relationship Management:** Effectively handle client communications, meetings, and correspondence, ensuring clarity and satisfaction in information exchange.
- **Collaborative Litigation Support:** Work alongside external legal consultants in litigation, contributing to case preparation and strategy development.
- **Case and File Organization:** Manage legal files and documents meticulously, utilizing legal software for efficient tracking and organization.

Key Accomplishments:

- **Legal Documentation and Research Excellence:** Demonstrated expertise in preparing a variety of contracts, with a focus on ensuring legal accuracy and client satisfaction. Enhanced case outcomes through meticulous legal research and understanding of updated legislation.
- **Client Relationship and Case Management:** Established strong client relationships through effective communication, managing client meetings, and timely information dissemination. Efficiently organized and managed legal files, improving case handling efficiency.
- **Billing and Collaborative Efficiency:** Streamlined the billing process for accuracy and client trust, while collaborating effectively with external legal consultants, contributing to successful litigation and dispute resolution.

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Happy Unicorns Academy Calgary, AB, Business Owner / Child Care Provider

June 2010- Present

As the founder and lead operator of a private in-home daycare, I efficiently manage a thriving child care service, catering to children up to age 5. My role involves providing high-quality child care, ensuring a safe and engaging environment, and handling all aspects of business operations, including compliance, marketing, and client relations

Key Responsibilities:

- **Childcare and Supervision:** Provide high-quality care for infants and children up to age 5, ensuring their safety, well-being, and developmental needs are met.
- **Business Operations Management:** Oversee all aspects of daycare operations including compliance, contracts, bookkeeping, records management, and parent communications.
- **Marketing and Client Relations:** Handle advertising, conduct meet and greets with prospective families, and maintain strong relationships with parents.
- **Environment Maintenance:** Ensure a clean, safe, fun, and loving environment, including the upkeep of play areas and equipment.
- **Nutrition and Health:** Prepare healthy meals and snacks, ensuring dietary needs of children are met.

Key Accomplishments:

- **Business Development:** Successfully founded and expanded an in-home daycare, transforming it into a thriving business operating five days a week.
- **Quality Childcare Provision:** Consistently provided high-standard care, fostering a secure and stimulating environment for early childhood development.
- **Operational Excellence:** Demonstrated exceptional skills in managing business operations, ensuring compliance and efficiency in all aspects of the daycare service.

Law Office of E. Balgaradean, Romania Paralegal

Sept 2002– June 2006

I have been working as a Paralegal, with a focus on Real Estate, and Wills.

Key Responsibilities:

- **Legal Document Drafting and Management:** Prepare and handle legal documents such as subpoenas, motions, and summonses, ensuring accuracy and compliance.
- **Client Communication and Coordination:** Manage client interactions, including correspondence, meetings, and reminders for court dates and filing deadlines.
- **Legal Research Assistance:** Support attorneys with legal research and sourcing relevant law reference materials.
- **Client Relationship and Database Management:** Serve as the initial contact for potential clients, guiding them to appropriate attorneys and maintaining a comprehensive client database.
- **Administrative and Organizational Support:** Perform various administrative tasks, including document copying, organizing case records, and tracking office supplies.

Key Accomplishments:

- **Enhanced Legal Document Preparation:** Efficiently prepared and managed key legal documents, contributing to streamlined case handling.
- **Client Relationship Management:** Developed and maintained strong client relations, improving communication and satisfaction.
- **Administrative Excellence:** Implemented effective administrative systems, ensuring smooth operations and resource management.

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LEGAL CERTIFICATIONS

NCA Certificate of Qualification (CQ)
Federation of Law Societies of Canada

EDUCATION

Practice Readiness Education Program (PREP) Canadian Center for Professional Legal Education (CPLED)	JUNE 2024 START
Legal Research and Writing Course Canadian Center for Professional Legal Education (CPLED)	June 2023- Sept. 2023
Canadian Public Law Course University of British Columbia, Canada	Jan. 2023- April 2023
Tort Law Course University of British Columbia, Canada	Jan. 2023- April 2023
Canada Canadian Criminal Law and Procedure Course University of British Columbia	Sept. 2022- Dec. 2022
Canada Canadian Private Law: Contracts Law Course University of British Columbia, Canada	Sept. 2022- Dec. 2022
Bachelor of Arts in Criminology Wilfrid Laurier University, Brantford, Ontario, Canada	Sept. 2005 – May 2007
Bachelor of Laws (LL.B) Dimitrie Cantemir Univeristy of Law, Romania	Sept.2002 - Jun. 2006

QUALIFICATIONS

Brain Story Certification
The Alberta Family Wellness Initiative