

ANKITA RAWAT, LL. B, L.L.M

5 Bournemouth Rd, Etobicoke, ON M9A 2C4; arawat.legal@gmail.com; 647-613-7269

Experience

Rohit Sharma Law Professional

Articling Student – Litigation, Real Estate, Family

Toronto, On

October 2024 – Present

- Conduct in-depth research on legal issues in criminal, civil, and family law matters
- Assisting with trial preparation, disclosure review, drafting pleadings, charter application, motions
- Assist with client intake, interviews, and preparation for meetings
- Provide clients with update on case progress under supervision
- Prepare case files, organize evidence, and draft submissions for court proceedings
- Attend court with a lawyer and, when appropriate, represent clients in preliminary or administrative matters
- Review, organize, and manage disclosure materials and client documentation
- Assist in drafting agreements, contracts, and other legal instruments in family and litigation matters
- Assist with file management and maintain accurate records of casework
- Prepare and search legal documents to investigate facts and determine course of action such as affidavits
- Prepare, draft, and revise correspondence, agreements and other documents.
- Liaise with external legal counsel and/or other staff for documentation and administrative matters

CIBC World Markets

Law Clerk/Analyst II – Securities Law

Toronto, On

October 2022 – October 2024

- Primary trading floor liaison with internal and external transaction control and approval functions
- Providing transaction expertise for structured notes and other products across a number of underlying markets
- Working closely with a number of internal partners, including Structuring, Sales, Trading, Legal, Treasury and Taxation Division on new product development initiatives
- Provide approval to IAs on Non-Resident Trades as per each country treaty rule
- Draft and review structured notes documents and provide comments for other institutions
- Trading floor quality control and legal & reputational risk management function, ensuring transactions are aligned with CIBC reputational & legal risk policies
- Leading initiatives with various internal and external stakeholders to achieve cost reductions and operational efficiencies
- Assisting the Sales team in building new strategic partnerships with internal and external distribution channels
- Working effectively within CIBC's corporate governance practices and policies (e.g. Risk Management, Finance, Human Resources, Legal and Compliance) to ensure all potential risks are appropriately addressed and that CIBC legal/reputation issues and shareholder objectives are covered, and to promote the firm's vision, mission and values.

Dentons Canada LLP

Legal Assistant – Corporate, Privacy & Litigation

Toronto, ON

April 2021 – June 2022

- Drafting, preparing, and proofreading legal documents, correspondence, accounts, pleadings, briefs, various litigation documents and court forms); ensuring all appropriate documents and forms are filed with the court in accordance with the Rules of Civil Procedure
- Arranging for service and filing of documents and related instructions to process servers/agents, and for periodic acceptance of service of documents
- Handling client inquiries expeditiously and conducting follow up as required
- Preparing and maintaining a bring-forward system and diarizing court dates, meetings, and appointments
- Updating and maintaining client/matter lists and current client contact records electronically to meet Dentons' requirements
- Maintaining, scanning, e-filing all documents, legal opinions and correspondence with the court
- Preparing closing documents and closing books
- Dealing with and responding to client inquiries expeditiously and conducting follow up; keeping the lawyers apprised

- of interactions in their absence
- Updating and maintaining client/matter lists and current client contact records electronically to meet Dentons' requirements
- Prepares for trial by preparing trial briefs, exhibits, subpoenas, evidence, and motions.
- Facilitate the creation and production of closing books, both paper and e-copies
- Assist with transactional closings
- Draft and prepare audit response letters
- Running conflict assessments/addressing issues raised by the firms' assignment committee, as well as coordination and processing of billing and tracking open client matter progress and deadlines

Baker & McKenzie LLP

Legal Assistant (contract) - Corporate & Securities

Toronto, ON

March 2020 – February 2021

- New entity LLCs, LLPs formation documents preparation, digital document filing
- Make travel arrangements for lawyers, schedule conference calls and meetings, and otherwise organize schedules for lawyers.
- Draft and review legal business documents, i.e., Statement of Information, Articles of Organization, Articles of Incorporation, Bylaws, Resolutions, Consents, etc.
- Maintain paperwork and digital documents organized and properly filed
- Legal research by pulling specific books from law libraries and looking up case file numbers as requested by lawyers
- Maintaining records, filings, and timekeeping
- Handling of billing and related accounting matters
- Draft, edit, format, and revise agreements, correspondence, letters, memoranda and other documents •
- Prepare blacklines
- Maintaining an up-to-date file and diary system
- Draft and prepare audit response letters
- Running conflict assessments/addressing issues raised by the firms assignment committee, as well as coordination and processing of billing and tracking open client matter progress and deadline.

Lento Professional Corporation

Law Clerk - Litigation, Family & Corporate

Toronto, ON

October 2018 – March 2020

- Preparation and drafting of correspondence and legal documents (motion records, affidavit of documents, affidavits, pre-trial/mediation memos, cost outlines, bill of costs, consent and dismissal orders, responses by insurer to an application for arbitration, document briefs); ensuring all appropriate documents and forms are filed with the court in accordance with the Rules of Civil Procedure
- Compilation of books of authorities/factums
- Prepared Articles of Incorporation/Organization (including share provisions), Amalgamations, Amendments, Revivals, Dissolutions, Continuances, Extra Provincial Registrations
- Revised and drafted pleadings, correspondence and filing documentation with administrative Boards and Tribunals, including the Human Rights Tribunal of Ontario and the Ontario Labour Relations Board, and civil courts
- Scheduled and coordinate meetings, conference calls, and court, Tribunal and/or Board appearances.
- Review and update minute books to rectify deficiencies
- Draft agreements and provide supporting documents relating to corporate
- Prepare cheques for court, reporting, process servers etc.
- Maintaining file organization, file documentations to small claims court and tribunals
- Prepare monthly client billings and the tracking of payments as per client contracts
- Researched law by studying laws, statutes, constitutions, regulations, court opinions, including precedents and reasoning, and trends using standard print texts and computers; preparing legal memoranda.
- Prepares for trial by preparing trial briefs, exhibits, subpoenas, evidence, and motions.
- Maintains calendar by entering and updating requirements, court dates, and meetings
- Drafting Wills, Powers of Attorney and Codicils

- Prepare and managing probate applications
- Estate administration.

Subedi Law Office
Legal Assistant - Real Estate

Toronto, ON
October 2017 – October 2018

- Provide legal research by operating both electronic and paper mediums
- Maintain all file management and housekeeping procedures to ensure filing constantly up to date.
- Prepare and search legal documents to investigate facts and determine course of action such as affidavits
- Review and file pleadings and petitions
- Support efficient and effective management of all communications, record-keeping and filing systems. Coordinate and consolidate information to meet deadlines
- Manage and monitor status of large volumes of files, electronic and paper to ensure appropriate follow-up
- Handle highly sensitive and confidential matters relating to the daily activity of the department
- Prepare, draft, and revise correspondence, agreements and other documents.
- Performed administrative tasks, which included calendar management, prepare meeting materials, schedule conference rooms.
- Liaise with external legal counsel and/or other staff for documentation and administrative matter
- Perform research using legal databases, collects and reviews information and makes recommendations
- Keep up to date with current legislation
- Maintain and update internal policies, legal documentation, and legal contacts.

EDUCATION

George Brown College Diploma in Business Administration, Accounting	2008
Northumbria University Bachelor of Laws - LL.B. (hons)	2016 - 2020
University of Berkeley Law Masters in laws – LL.M (Certificate in Business & Technology)	2021
NCA Candidate	2024
 <u>Pro-Bono Work</u>	
Global Rights for Women/ Every Woman Treaty Intimate Partner Violence- Turkmenistan	March - September 2020
Homeless Youth Handbook Worked on Cannabis Chapter of the Handbook	March - September 2020
United States District Court for the District of Maryland Prisoner Filing Suit for Horrendous Medical Conditions	March - September 2020
National Domestic Violence Fatality Review Initiative Domestic Violence, Murder and Suicide with Law Enforcement	February – November 2021
Berkeley Law Pro Bono – Girls’ Right International Action Network for Gender Equality & Law	
<u>Juror</u>	March 2022 – May 2022
R v. Truman	

TECHNICAL SKILLS

Microsoft Office: Word, Advanced Excel, Outlook, and PowerPoint
 Bloomberg, Reuters, Sedar, ELite
 Teraview, DocuSign, Acrobat DC Professional, InTapp Time
 PC law, Amicus Attorney
 BottomLine, TyMetrix
 OnCorp, CorpLink, ESC Corporate Services, Cyberbahn
 Conveyancer, Unity
 Divorcemate, IManage Desksite