

## Manwinderpal Singh

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### **EDUCATION**

**NCA Certificate of Qualifications (CQ)** Sep 2020 – present

- Expected completion date: Aug 2021

**Master of Laws (Canadian Common Law)** Sep 2020 – present

Osgoode Hall Law School, Toronto ON

- Expected completion date: Aug 2021
- Currently enrolled in real estate transactions, and advanced corporate law (completed pending final grades)
- Completed public and constitutional law, professional responsibility, and criminal law courses

**Bachelor of Laws with Honours** 2018 - 2020

University of Kent, Canterbury UK

- Completed degree with a First-Class designation
- Received letter of outstanding academic achievement

**Bachelor of Arts - Criminal Justice** 2012 – 2016

Mount Royal University, Calgary AB

- GPA: 3.74
- 5x Dean's Honour Roll recipient
- 2x Presidents Honour Roll recipient
- Jason Lang Scholarship recipient

### **EMPLOYMENT**

**Premier Granite and Stone Co. Ltd.** Edmonton, AB 2017-2019

**Supervisor**

- Addressed customer issues and sought out appropriate course of action
- Analyzed contracts and tenders
- Managed daily activities at the manufacturing facility as well as the sales office
- Created employee work and customer installation schedules weekly
- Assisted in accounts receivable
- Completed invoices for commercial and residential customers

**Calgary Courts Centre, Calgary, AB** May 2016 – August 2016

**Practicum Student**

- Obtained comprehensive understanding of various positions in the provincial court
- Shadowed court clerks and viewed day to day courtroom operations
- Assisted in retrieving and organizing court documents
- Sent and retrieved documents to and from courtroom

## **Manwinderpal Singh**

**Legislative Assembly Office, Calgary AB**  
**Office Assistant**

May 2015 – September 2015

- Attended calls made by constituents
- Received and assisted in resolving constituent concerns
- Directed specialized constituent claims to the appropriate organizations, or departments
- Organized event requests as required by Mr. Bhullar
- Advocated on behalf of constituents

### **VOLUNTEERING**

**Volunteer**

December 2019 – January 2020

United Punjab Toy and Food Drive

- Meet with volunteers and organise schedules
- Manage donation intake

**Moot Competitor**

March 2019 – April 2019

MacKay Cup 2019

- Successfully competed and won prestigious national mooting competition against teams from 12 universities
- Researched Canadian constitutional case law
- Applied knowledge of databases such as LexisNexis, Westlaw and JustisOne
- Compiled a Factum
- Refined oral advocacy skills

### **Relevant Skills**

- **Languages:** English, Punjabi, Hindi
  - **Software:** PowerPoint, Excel, and Word
  - **Interests:** Music, Cooking, Travelling,
  - **Sports:** Basketball
  - **World Travel:** India, UK, Ireland, Italy, USA, Portugal, Switzerland
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