

Raziv Alam

303– 5872 Mullen Place NW, Edmonton, AB T6R 0W1

☎ (647) 831-6947 ✉ raziv@ualberta.ca

EDUCATION

University of Alberta	Edmonton, AB
Juris Doctor	2021
York University	Toronto, ON
Bachelor of Public Administration (Honours B.P.A) - <i>Summa Cum Laude</i>	2017
▪ Experiential Learning Project	(Sep 2016 – Apr 2017)
<i>Program Evaluation of the City of Vaughan's Emergency Planning Program</i>	
▪ McLaughlin College Public Policy Scholarship and York University Continuing Student Scholarship	
▪ Dean's Honour Roll	
Herzing College	Toronto, ON
Paralegal Honours Diploma	2007
Carleton University	Ottawa, ON
Bachelor of Arts, Law	2005

PROFESSIONAL AFFILIATIONS

Law Society of Ontario: Licensed Paralegal (P1) since 2007; **Institute of Law Clerks of Ontario:** Member since 2009; **Institute of Public Administration of Canada:** Member since 2017

WORK EXPERIENCE

HSBC Bank Canada	Toronto, ON
Paralegal	Mar 2018 – Aug 2018
▪ Managed legal and administrative duties for 14 lawyers and reported directly to the Chief Operations Officer for the Canadian Legal Department head office in Vancouver	
▪ Provided support for three lines of business - Commercial Banking (CMB), Retail Banking and Wealth Management (RBWM), and Global Banking and Markets (GBM)	
▪ Assisted clients with adherence to ISDA protocols and in preparing derivatives documentation	
▪ Reviewed Facility Letters, and Credit Agreements for preparation and approval of ISDA documentation, and various Global Markets trading agreements and schedules	
▪ Managed project to design and implement the Bank's Standard Documents/Forms Legal Review procedure, inventory database, and records management platforms	
▪ Performed compliance and operational risk-related duties by monitoring the Bank's Policies and Procedures, publishing legal FIMs, and preparing operational risk reports	
▪ Managed conflict waivers, dispensations, audits of external firms' invoices, onboarding employees, training, and inventory and supplies for the Toronto office	
City of Brampton	Brampton, ON
Legal Collection Clerk (Temporary Contract)	Nov 2017 – Mar 2018
▪ Performed collection of outstanding Provincial Offences Act fines through judgement enforcement	
▪ Provided litigation support for Superior Court files and handled Small Claims Court matters	
▪ Administered and monitored all Notices of Bankruptcy or Consumer Proposals	
Ally Legal Services Professional Corporation	Toronto, ON
Director - Paralegal	Aug 2013 – Nov 2017
▪ Provided comprehensive legal services in my own paralegal business	
▪ Built business through web development, networking, and referrals	

Travelers Canada**Toronto, ON****Paralegal – Insurance Defence Litigation (Staff Counsel Office)**

Mar 2015 – Sep 2016

- Responsible for Small Claims Court litigation and subrogation matters
- Provided comprehensive legal services to insured clients, adjusters, and staff counsel
- Drafted detailed case assessment reports including reserve recommendations for various claims
- Performed advanced investigation and research, and reviewed various commercial contracts
- Assisted with Rules of Civil Procedure applications, and SABS arbitration matters in Financial Services Commission of Ontario (FSCO) and License Appeal Tribunal (LAT) Ontario

Brattys LLP**Toronto, ON****Law Clerk (Temporary Contract)**

Apr 2014 – Mar 2015

- Assisted senior counsel in commercial real estate, as well as, municipal and land planning matters
- Assisted with Ontario Municipal Board, Assessment Review Board, Environmental Review Tribunal, Consolidated Hearing Board, and Committee of Adjustment applications and appeals
- Managed a finance project related to Tarion Warranties for monitoring the receipt and release of surety bonds and securities funds for all developers, and vendor/builder related transactions

SCM Insurance Services (ClaimsPro)**Toronto, ON****Paralegal (Bell Canada Ontario Claims Office) (Temporary Contract)**

Apr 2012 – Jun 2013

- Responsible for taking carriage of all small claims litigation files for Bell's infrastructure damage claims
- Analyzed underground utility locates, technical maps, engineering plans, surveys, and title searches
- Performed investigations, prepared all litigation-related documents, and represented Bell in court

Stewart Title Guaranty Company**Toronto, ON****Real Estate Law Clerk - Underwriting**

Oct 2008 – Nov 2011

- Prepared commercial and residential title insurance policies for real estate transactions
- Provided client services by taking title insurance orders, quoting premiums, responding to underwriting inquiries, issues and service requests
- Analyzed transactions to determine risks by investigating title and off-title searches, corporate and PPSA searches, Surveys and RPRs
- Review Agreement of Purchase and Sale, commercial leases, contracts, shares and securities instruments, estates, trusts, tax, zoning and by-law documentation to determine policy coverage

Suite Collections Canada**Toronto, ON****Legal & Collection Officer**

Apr 2007 – Sep 2008

Legal Action**Toronto, ON****Paralegal**

Jun 2005 – Mar 2007

Harris Decima - A Nielsen Company**Ottawa, ON****Market Researcher**

Feb 2002 – Mar 2005

COMPUTER SKILLS AND INTERESTS

- SAS Analytics; IBM SPSS Statistics; Microsoft Office; PCLaw; Worldox; Teraview; E-Reg; ECONVEYANCER; FASTCOMPANY; ACL; Summation; YARDI; SEDAR; SEDI; TSX SecureFile; ICON; CAMS; CLASS
- Book Clubs, Photography, Traveling, Hiking, Sports, Fishing, and Yoga