

Adnan Khan

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PROFILE

Law student with 14 months' experience as a Legal Assistant and Student-at-Law in rural Alberta and Ontario. Particular interest in Corporate and Real Estate law, and writing and communicating in plain language. Lived and worked with people from diverse backgrounds. Completed the Practice Readiness Education Program (PREP) and pursuing an articling role in a small town or big city in Alberta.

EDUCATION

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| Practice Readiness Education Program (PREP), CPLED | 2021 |
| NCA Certificate of Qualifications (C.Q), Federation of Law Societies of Canada | 2013 |
| Bachelor of Law (LL. B, Senior Status Program), University of Leicester, U.K. | 2012 |
| Bachelor of Arts (Sociology, Philosophy, and Political Science), University of Toronto, Canada | 2004 |

LEGAL WORK EXPERIENCE

Pahl Howard LLP., Leduc, Alberta Aug. 2021 to Oct. 2021

Small-town, mid-sized practice in Leduc, Alberta, with 4 lawyers specializing in corporate law, real estate law, and wills and estates.

Student-at-Law

Performed role of student at law, including working on corporate closings, real estate land transfers, client meetings, and performed notary work.

- Successfully helped with and was instructed on real estate closings and asset purchase agreements.
- Read and analyzed purchase and sale agreements, prepared documents for corporate and real estate closings, drafted small contracts and agreements for asset purchases and joint ventures.
- Worked with corporate minute books, drafted simple resolutions, reviewed asset purchase and sale contracts, and started conducting closings for asset purchase agreements and real estate closings.
- Notarized statutory declarations and certified copies of original documents.
- Worked on a time docket, submitted hours worked, was in the process of learning how to bill clients.
- Used WordPerfect X6 software and Abacus Law.
- Completed searches, examined the registrar of corporations, read incorporation documents, USA's, contracts, and inventory lists for purchase and sale of assets.

Huong Law, Toronto, Ontario

Jan. 2014 to Sept. 2014

Law firm in downtown Toronto's heart with one lawyer and ~20 employees, specializing in commercial law, Real Estate law, wills and estates, and family law. We have served diverse clients from the Toronto community.

Student-at-Law

Articling position. Gained experience within various fields of law. Served clients across the greater Toronto area and experienced different courts in different settings.

- Conducted interviews with family law clients. Some of these cases required translators.

- Attended court all over the greater Toronto area with a Senior lawyer to take notes on conducting a family trial.
- Drafted claims, agreements, and other pleadings for family, civil, and criminal law and attended court for applications and dispositions.
- Worked in a multicultural environment with clients from different backgrounds and cultures.

Paterson & Company, Ponoka, Alberta

Feb. 2020 to Jul. 2020

A Small-town practice in Ponoka, Alberta, with two lawyers, one paralegal, two assistants are specializing in criminal defence, real estate, and family law and offering services related to construction, corporate, commercial, and civil law estates.

Legal Assistant

I performed multiple roles, including the administrator, receptionist, and caretaker. The majority of the clientele were of indigenous heritage involved in the Criminal Justice system.

- Assisted clients in completing intake questionnaires concerning wills and estates.
- Answered thousands of phone calls from primarily indigenous defendants incarcerated dealing with pro bono criminal justice-related matters to personal, familial issues.
- Opened, organized, and closed case files and billed, received, and deposited client funds using LexisNexis P.C. Law.
- Wrote legal memos using plain language concerning family law negotiations and completed accompanying legal research.

Previous Roles:

- **Belron Canada**, Customer Service Representative, Toronto, Ontario Sep. 2005 Sep. 2008

SKILLS

Negotiation – conducted negotiations throughout CPLED's PREP.

Procertas - awarded four badges for competence in Microsoft word, excel, PowerPoint, and Adobe PDF.

Practice management software – Effectively used Clio and LexisNexis P.C law for managing clients.

VOLUNTEER ACTIVITIES

Junior Moot, at the University of Leicester Law school

Sept. 2009 – Dec 2009

Volunteer Seniors Aid, Calvary Baptist Church, Alberta, Canada

Nov. 2020 – Present

HOBBIES & INTERESTS

Reading about law related to indigenous issues: I have read *Peace and Good order; The Case for Indigenous justice in Canada* by Harold R. Johnson my times.

Science & Medicine: I have read *The End of Mental illness* by Dr. Daniel D Amen, as well as *Change your Brain Change your life*.

Spending time outdoors: I enjoy the outdoors, especially hiking and bike riding with my wife. I would love to live work in Calgary, so my wife and I can travel to Banff on the weekends.