

## Rashmi Rao

Calgary, Alberta

### Profile

Internationally trained lawyer with 7+ years' legal experience. Compassionate, maintains work quality and priority focus in deadline-driven environments. Strong interpersonal and teamwork skills, proficiency in MS Office and practice management software. Holder of NCA CQ and enrolled in PREP Program with completion expected in January, 2023.

### Academic Qualification

<b>Practice Readiness Education Program (PREP)</b> , CPLED	Dec. 2021 – Present
<b>NCA Certificate of Qualifications (CQ)</b> , Federation of Law Societies of Canada	Nov. 2021
<b>Office Administration Program</b> , Calgary Immigrant Women's Association, Calgary AB	2018 – 2019
<b>Paralegal Diploma</b> , Reeves College, Calgary AB	2017
<b>Master's Degree in Corporate Law</b> , Karnataka University Dharwad, India	2003
<b>Bachelor of Laws Degree</b> , Mangalore University, India	2001

### Employment

**Randstad**, Calgary Aug 2019 – Current

*Calgary recruitment company supporting employers and job seekers in filling industrial and trades roles.*

**Calgary International Airport Unit, Calgary Police Service** (Contract: May. 2022 – Sept. 2022)

*Managed and administered facility service desk inquiries and customer service at Airport Unit CPS office.*

- Utilized Livelink/Content Server and confidentially processed subpoena information.
- Prepared month end report using Intime software calculated 18 police officers shift hours, leave hours, over time and training, also worked on calculations of monthly Police Alarm Response, Covid 19 Calls, Assistance for service and disturbance calls information obtained from Calgary Airport and CAIRS report.
- Corresponded with police action request received from the Crown office to the relevant Police officer, updated duty sheets submitted by police officers related to screening process and CPS assistance provided within Airport and Aircraft.

**City of Calgary TESA** (Contract: Dec. 2021 – Mar. 2022)

*Managed and administered court related documents for City of Calgary's Court Unit.*

- Processed traffic violation tickets and officer court attendance notifications using JOIN software.
- Communicated with police officers based on legal matter outcome such as withdrawal and guilty pleas, and direction from Traffic Court. Filled out Call-Off Form, and notify officers concerned.
- Updated 400 entries in sentry and 3000 subpoenas in content server per month, with attention to detail and confidentially. Sorted subpoenas by district and unit, coordinated with Unit Heads and dispatched internally.
- In charge of daily outgoing mail, sorted and dispatched to various offices and faxed failure to appear court notices to provincial courts outside Calgary.

**SPE ATCE Technical Conference Coordinator** (Contract: Sep. – Oct. 2019)

*Coordinated registration of attendees and provided reception services for 3 days for a global conference that was attended by more than 8,000 industry delegates from over 280+ exhibiting companies*

- Facilitated registration, processed financial transactions for 300+ attendees using .Net software.
- Greeted 200+ attendees, issued delegate packages and distributed venue and agenda information.

**Data Entry Clerk** (Contract: Aug. 2019)

*Provided data entry support to "Power of Success," an internationally renowned Event Management Company focused at organizing business, leadership and personal development events.*

- Recorded detailed information about 50+ clients in Event Management platform.
- Verified financial transactions and confirmed order numbers for 50+ applications.
- Supported event management team to organize 150 applications.

**Burnet, Duckworth & Palmer LLP, Calgary**

Jan. 2019 – Mar. 2019

*Large Law firm, specializing in 26 areas including commercial transactions, real estate, banking, aviation, competition, IP, and technology.*

**Document & Records Management Assistant (Contract)**

*Member of 5-person records management team, reported to the Director, Knowledge and Information Management.*

- Uploaded employment, immigration and aviation documents into records management system.
- Managed information and records document retrieval using Kofax software.
- Categorized 27,000 employment, litigation, immigration and aviation documents into target sheets, tabled binders, minute books, client matter & updated into Document Management System.

**Style Labs, Calgary**

Jan. 2017

*Digital startup and marketing company, designs websites and provides business planning and market strategy services to personal trainers, contractors, HR firms, and medical and real estate professionals.*

**Paralegal Practicum Student**

*Assisted senior paralegals with drafting, revising, and reviewing legal contracts related to company websites.*

- Operated Payfirma software, oversaw client billing, and escalated pending payments to Manager.
- Scheduled external and internal meetings, screened emails and prioritized calls.
- Renewed 100 plus online and paper web contracts.

**Vallari Associates, Bangalore, India**

2007 – 2008

*General practise and notary firm, working with private firms, start-ups and public sector.*

**Legal Assistant / Junior Lawyer**

*Reported to Senior Advocate and supported legal team with client intake and research, drafting plaints, petitions, and briefs related to various legal disciplines, including corporate, real estate and employment law.*

- Developed lease deeds, rental agreements and employee contracts, and drafted legal opinions, pleadings and briefs that supported litigation and court proceedings.
- Managed client intake, including interview and assessment of potential case success and viability.
- Participated in company incorporations, expansions and real estate projects, and conducted legal research regarding briefs at issue.

**R.L. Law College, Belgaum, India**

Jun. 2003 – Jan. 2005

*Legal education provider established in 1939. Alumni occupy prestigious positions in judiciary, legislature and executive, defense, public limited companies, political administration and banks in India and abroad.*

**Legal Instructor**

*Developed course content, taught classes and assessed students in various legal disciplines and competencies, including Environment & Company Law, Arbitration, Negotiation, Professional Ethics and ADR.*

- Led and guided activities of NAAC (National Assessment Accreditation Council) Team and confirmed A+ assessment of college during the accreditation process.

**Volunteering****Calgary Immigrant Women's Association (CIWA), Calgary**

May - Nov 2017

*Non-profit charity settlement agency that focuses on the unique needs of immigrant and refugee women and girls. It offers 50+ programs, and collaborates with 230 businesses for employment access.*

**Legal Clinic Receptionist**

*Supported supervisor with client enquiries, interviews and application intake. Collaborated with computer instructor and facilitated workshops for new immigrant women.*

- Supported clients from diverse cultural and ethnic backgrounds on family and immigration matters.
- Verified client information and confirmed eligibility for free legal aid.
- Delegated, coordinated on survey form filling, answered telephone queries, and responded to email with various departments that resulted in timely completion of work.

**Hobbies**

**Yoga:** Skillfulness in action helps to concentrate on breathing and relax the mind.

**Reading and Listening about Law:** Paul Daly blog on Administrative Law, Peter Hogg law podcast.