

Gavin Whitelock

Awards

Alberta Graduate Excellence Scholarship – Fall Term 2020

Work Experience

Armstrong Law – Legal Assistant

December 2016 – Present

Edmonton, AB

- Communicating with clients to complete immigration forms, gather documents and draft cover letters for temporary, permanent and refugee applications and appeals;
- Managing up to 40 different client applications and timelines, reporting to lawyers when necessary and ensuring client satisfaction through prompt communication and file management;
- Supervising up to two other legal assistants;
- Locating and obtaining charts for undertakings and managing undertakings for litigation;

University of Alberta – Teaching Assistant

September 2020 – December 2020

Edmonton, AB

- Analyzing and marking student work to provide feedback;
- Ensuring student work meets standards set out by the instructor and the University of Alberta;

Edmonton Mennonite Centre for Newcomers – LINC Instructor

May 2017- July 2017, March 2018 – May 2020

Edmonton, AB

- Planning and teaching lessons in accordance with government and EMCN policy;
- Managing over 22 students and helping them reach their learning goals and assessment needs;
- Connecting students with settlement services, employment services, and counselors;
- Working with staff and other teachers to develop innovative ways of planning and delivering lessons;

Edmonton Mennonite Centre for Newcomers – Teaching Assistant

November 2016 – July 2017, January 2018-March 2020

Edmonton, AB

- Working with students on an individual level, as well as in small groups, to provide support and conduct assessments
- Providing feedback to teachers on challenges facing students and working to ensure student success in the classroom;
- Providing administrative support and technology support to teachers and students, helping to develop solutions to administrative problems, and creating classroom resources;

Rainer Werner Fassbinder Fachoberschule- Foreign Language Assistant

September 2013 – May 2014

Munich, Germany

- Planning and teaching lessons on Canadian culture and history;
- Helping to run the English Club;
- Helping students prepare for their final English language assessments;
- Providing feedback and support to teachers and students following their assessments;

Education

National Committee on Accreditation - Federation of Law Societies of Canada

Sept 2021-August 2022

Successfully completed 7 NCA exams including Commercial Law and Civil Procedure

University of Alberta – MA History

September 2020 – Present (part time)

Edmonton, AB

Research Topic - German Colonial History - German colonial women in Southwest Africa

University of Law – Graduate Diploma in Law, MSc LPC (Legal Practice Certificate)

September 2014 – June 2015, September 2015-June 2016

Guildford, UK

Completed both the Graduate Diploma in Law and the MSc LPC in Law and Business with commendation

University of Alberta – Bachelor of Arts

January 2009 – June 2013

Edmonton, AB

Completed a Bachelor of Arts degree with a double major in German Language and Literature and History - graduated with distinction

References

1. Graham Fersovich - 780-439-9360 - Owner and Lawyer at Armstrong Law
2. Crystal Fersovich - 780-439-9360 - Supervising lawyer at Armstrong Law
3. David van Moorsel - 587-855-8802 - Character Reference - Owner and Lawyer at All in Business Law