

# Deepali

---

## SUMMARY OF SKILLS AND QUALIFICATIONS

- 3 plus years of demonstrated legal assistant and lawyer experience in courts and firms
- Master of Laws Degree, Canada, and Master of Law Degree, India, and Bachelor of Laws Degree, India
- Excellent multi-tasking, time management, organizational skills, and Strong communication skills
- Exceptional leadership qualities with great analytical and reasoning skills
- Cooperative and energetic while working independently and as a team player
- Excellent computer skills: Microsoft Word, Microsoft Excel, PowerPoint, MS-Outlook
- Familiar with legal online tools: LexisNexis Advance, CanLII and others
- Languages: Fluent in English, and Hindi

## PROFESSIONAL MEMBERSHIPS

### National Committee on Accreditation, Federation of Law Societies of Canada (2021)

- Administrative Law, Constitution Law, Criminal Law, Foundation of Canadian Law, Professional Responsibility

### Bar Council of Delhi and Bar Council of India (2014)

## EDUCATION AND TRAINING

### Master of Law Degree in International Human Rights Law (2018)

Schulich School of Law, Dalhousie University-Halifax, Nova Scotia

### Master of Law Degree in Corporate Laws (2016)

Guru Gobind Singh Indraprastha University-Delhi, India  
Gold Medalist (2016)

### Bachelor of Law, B.A.LL.B (Hons.) (2014)

Guru Gobind Singh Indraprastha University-Delhi, India  
Gold Medal scholarship for Outstanding Graduate, 2013

## WORK EXPERIENCE

Cox & Palmer

Oct 2021-Present

### Assistant of Sean Glover and Marc Beaubien

- Work on closing folders to prepare closing books for commercial transactions
- Opening and closing of files along with checking of conflicts
- Preparation of closing letters for sending closing books to clients
- Management of physical files and folders and other duties

Burchells LLP

Dec 2018-Sept 2021

### Legal Assistant/Paralegal

- Prepared legal documents related to estate planning documents, i.e. Wills, Power of Attorneys and Personal Care Directives
- Prepared Corporate and Commercial Transaction Documents for clients
- Prepared Property Closing Documents, such as Warranty Deeds, HST Exemption Certificate and Deed Transfer Tax
- Prepared other documents i.e. Statement of Claim, Notice of Action, Affidavit of Disclosing Documents, Full and Final Release and Settlement Order

- Follow up and retrieval of documents with government agencies on pending applications

Delhi Courts

**Jan 2014-Jun 2016**

**Law Associate**

- Prepared Immigration Letters for supporting clients' Permanent Residency Applications,
- Prepared different Invitation Letters for supporting clients' parents Visitor Visas Applications
- Prepared documents for supporting clients' Study Visa and Work Visa Applications
- Prepared documents for supporting clients' Extension of Work Permit Applications
- Prepared Pleadings, Statement of Defense, and Income Affidavits for clients
- Prepared Name Change Affidavit and made arrangements to officially change the name of the client
- Prepared Incorporation documents for Limited, and Unlimited Companies
- Prepared other corporate documents, such as Amalgamation, and Surrender documents for Corporations

Sur Nirman Legal Aid Firm, (New Delhi)

**Jun 2013 – Aug 2013**

**Legal Intern**

- Assisted in organizing legal awareness program for women, children and senior citizens in Non-Governmental Organization.
- Researched in variety of complex matters, including the existing legal framework for crime and violence prevention, matters pertaining to property dispute.
- Performed other duties with respect to accounting, billing, printing, scanning and emailing on behalf of the lawyers

Delhi Legal Service Authority (New Delhi, India)

**Jun 2012- Dec 2012**

**Summer Student: Women, Family law, and Labour Law (Internship)**

- Helped the people by providing legal counselling, particularly development of BPL sector of Delhi
- Visited Women Aid Cell and gave legal advice to them regarding matrimonial rights, family rights for creating the awareness
- Participated in improving the Juvenile Justice System and Protection of Rights of children by giving the report to authority for better implementation of law

**VOLUNTEER EXPERIENCE**

Marshall Public School, (New Delhi, India)

- Facilitated free education classes to kids
- Participated in raising awareness regarding fundamental rights, including right to education and right to life

**References available upon request**