

Ale Raza

Calgary, Alberta

EDUCATION

NCA Certificate of Qualifications (CQ) – Federation of Law Societies of Canada
In progress will be completed by November, 2023

LLB with Business Management, University of Sussex – Brighton and Hove, UK
September 2017 to June 2021

High School Diploma, American School of Doha – Doha, Qatar
August 2012 to June 2016

- Advanced placement: Physics 1&2, Language, Literature, Comparative Government and Statistics.

EMPLOYMENT

Paralegal and Administrative Assistant

Qatar Legal Aid Nasr Al Nasar firm – Doha, Qatar – February 2021 to November 2021

- Assigned Admin duties such as filing documents, data entry physically and electronically.
- Company Secretary Duties, including filing of accounts, updating information on the Companies House software, and facilitating issuance of share certificates.
- Maintained calendars for assigned lawyers.
- Helped in interviewing clients.
- Helped senior lawyers in court proceedings.
- Family planning and scheduling.
- Received incoming calls from potential clients.
- Made calls to current clients regarding cases.
- Assembled Leasehold property management enquiry packs by consolidating data from various departments.
- Handled Consent Requests, Lease Breaches, and License to Alter Issues.
- Organized on-site property inspections with tenants and surveyors.
- Helped review Legal documents.
- Checked inbox for emails regularly for quick responses.
- Dealt with utility companies and maintenance companies.
- Networked with clients and built valuable relationships.
- Researched and analyzed law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes.
- Monitored changes to government guidelines or regulations and submitted reports on pertinent changes to the firm.
- I made use of existing files and various other research resources to develop information for pending cases.
- Worked with a large legal team to develop legal arguments, motions and other case filings.
- Learned to use InterAction, the company's administrative software, proficiently in two days.

Martial Arts Instructor/Sales and Administrative Manager

Elements MMA Private – UK – September 2017 to January 2021

- Weekly I worked with people from the gym to improve their skills.
- Communicated my thoughts to older and younger people.

- Helping disadvantaged youth build confidence in themselves.
- Took care of calendar and schedules for all classes.
- Performed bookkeeping and payroll and offered membership and sales programs/bundles.
- Learned and excelled with Zenplanner IT system to stay organized and aware of outstanding payments, and track class attendance and which customers were engaging with business vision and mission.
- Performed sales on campus, recruiting 15 participants to join the gym and private classes.
- Organized documents physically and online.
- Regularly worked the inbox for incoming emails and phone for incoming and outgoing calls.
- Negotiated with other businesses regarding large purchases of equipment.
- Helped with legal documents and information for gym expansion.

Teachers Assistant

ASD - Doha, Qatar - May 2017 to June 2019

- Worked with kids in grade 1-3.
- Taught Math as well as English.
- Volunteered and worked under teachers with 10+ years of experience.
- Assessed students' abilities.
- Aided students in their transition to the next grade.
- Help in solving classroom crises and conflicts between students and sometimes staff.
- Researched and helped in preparing teaching plans.
- Adapted certain material to student's needs.
- Helped keep track of each student's progress.
- Created engaging activities to teach skills.

Teacher

Surfing Lessons – Hawaii – June 2016 to August 2016

- Worked with 4 groups of 12 people and taught in a group setting how to surf.
- Implemented strong communications to command a group of people to pay attention.
- Was given a 4.5 star rating out of 5 by 60 people as a teacher.
- Worked frequent shifts on very short notice.
- Interacted with people from different backgrounds.
- Worked in groups to create class plans.
- Gained a strong customer service record

VOLUNTEERING

Law Student, Model United Nations, Brighton, UK	January. 2018 — June. 2021
Legal Aid, University of Sussex Law Society, Brighton, UK	September. 2018 — June.2021
Volunteer, Canadian Student Law Society, Brighton, UK	September. 2017 to June.2021
Volunteer, Lawyer without Borders (UN NGO), Brighton, UK	November. 2018 to June.2020
Lead instructor, Sussex kickboxing Association, Brighton UK	November. 2018 to June.2021
Volunteer teacher, Pakistani International School, Doha Qatar	May. 2021 to September 2021