

Shivdeep Mehta

LinkedIn: <https://www.linkedin.com/in/shivdeep-mehta-568964126/>

Education

September, 2020 – May, 2022	<i>Legal Assistant Program</i> Southern Alberta Institute of Technology, Calgary, AB <ul style="list-style-type: none">• CGPA – 3.74/4.0• Member of <i>Phi Theta Kappa</i> Society
October, 2021	<i>Certificate of Qualification</i> National Committee on Accreditation by FLSC (Federation of Law Societies of Canada)
March, 2021	<i>All India Bar Examination</i>
August, 2015 – May, 2018	<i>Bachelor of Law (LL.B.)</i> University of Delhi, Delhi, India
July, 2012 – April, 2015	<i>Bachelor of Commerce (B. Com)</i> Panjab University, Chandigarh, India

Skills and Abilities

- Fluent in English, Punjabi, and Hindi
- Authoritative legal research and case analysis
- Competent in legal drafting and transcription
- Expert level ability at Microsoft Office 2019
- Positive outlook and team leader skills
- Ability to handle deadlines
- Strong interpersonal skills

Position of Responsibility

August, 2017 – May, 2018	<i>Student Convener</i> Legal Services Society, Law Centre – 1, Faculty of Law
January, 2017 – May, 2018	<i>Para Legal Volunteer</i> Delhi State Legal Services Authority
August, 2016 – May, 2017	<i>Student Co-Convener</i> Legal Services Society, Law Centre – 1, Faculty of Law

Internships

May 2, 2022 – May 27, 2022	<i>SAIT Legal Assistant Practicum</i> Family Law Solutions – Foster Dickson O'Brien
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July, 2018 – February, 2019

Legal Intern

Chambers of R.S. Romana

Faridkot District Courts, Punjab and Haryana High Court

August, 2017 – October, 2017

Legal Intern (Law Firm)

July, 2016 – August, 2016

Chambers of A.P. & Associates, New Delhi

July, 2017 – July, 2017

Legal Intern (Arbitration Law Firm)

Chambers of Ratan K Singh, New Delhi

June, 2016 – June, 2016

Legal Intern

Delhi State Legal Services Authority, New Delhi, India

Work Experience

June, 2022 – Present

Paralegal

Family Law Solutions- Foster Dickson O'Brien

- Drafting, revising, and proofreading legal pleadings, documents, briefs, and affidavits.
- Preparing and organizing trial binders of financial disclosure, legal documents, and spreadsheets to help lawyer prep client for Questioning, Hearing, and Arbitration.
- Ensuring legal documents are processed in a timely and efficient manner complying with appropriate regulations and deadlines.
- Communicating with clients, scheduling, and organizing appointments, Zoom and MS Teams meetings.
- Communicating with the Court regarding scheduling trials, Docket court, filing pleadings.
- Monitoring a diarization system, filing and billing time in Cosmolex.

March, 2019 – August, 2021

Associate Lawyer

Chambers of R.S. Romana

Faridkot District Courts, Punjab and Haryana High Court

- Conducted lawsuits and other legal proceedings for clients before various Forums, Tribunals and Courts of Law.
- Drafted various legal documents, writ petitions, written statements, divorce petitions, maintenance suits, contracts, wills, transfer of assets and other documents.
- Reviewed legal documents of the clients.
- Counsel the clients with regard to various matters.

- Prepared legal briefs, developed strategies, arguments, and testimony in preparation for presentation of case.
- Represented clients in court before quasi-judicial or administrative agencies of the government.

Awards and Achievements

April, 2018	<i>National Winner</i> III rd GNLU Annual Legal Services Clinic Award.
April, 2018	<i>Honorary 'Student Achievement Award'</i> Contributions to Legal Services Society
February, 2018	<i>Semi-finalist</i> National Quiz Competition on Constitutional law organized by G.D. Goenka University, Gurugram, India.
March, 2016	<i>Quarter-finalist</i> V th RGNUL National Criminal Moot Court Competition.

Participation in Moot Courts and International Conferences

January, 2018	XIV th K.K. Luthra Memorial International Moot Court Competition
February, 2017	International Conference on 'Current Issues in Domestic and International Arbitration' Nani Palkhivala Arbitration Center, Chennai
November, 2016	International Conference on 'Socio Economic Justice after Seventy Years of India's Independence: Domestic and Global Challenges'.
March, 2016	International Conference on 'Global Legal Education: Convergence of National Laws and Best Practices'.

Interests

Watching movies, Listening to Sufi music, Travelling, Exploring new restaurants

References

Available Upon Request