

Jamaal Julien

PROFILE SUMMARY

I am an ambitious, resourceful, and analytical professional, with a robust academic background in International Sales Law and Arbitration. My background has equipped me with skills necessary for analyzing information, communicating with a wide range of clients, and preparing reports in accordance with legal standards. I am also adept at reviewing, drafting, and revising a wide range of contracts, as well as carefully evaluating complex issues using my problem-solving skills to develop strategies and arguments to promote business and client success. My demonstrated adaptability and comfort in high-pressure environments, along with outstanding organizational skills, would make an asset to any Law firm. If given the opportunity, I hope to apply the diverse knowledge and skills I've gained to an articling position at a Nova Scotian Law firm where I can continue to learn and can collaborate to help reach the best outcomes for the firm and the clients.

CORE SKILLS

- Legal Documentation/Research
- Agreements Tracking
- Complaints Drafting/Modification
- Strategic/Tactical Planning
- Agreements Tracking
- Contract Negotiation/Creation
- Managing Client Relationships
- Drafting Reports
- Public Speaking
- Operational Streamlining
- Business Forecasting
- Precedents Handling
- Case Filing

PROFESSIONAL SKILLS

- Competent in supporting the continuous improvement of standard form agreements, and legal processes.
- Proven ability to provide support in compliance and legal risk management, including researching statutes.
- Adept at responding promptly to requests from different legal teams, and other departments.
- Well-developed communication skills demonstrated through professional verbal and writing abilities in English.
- Proven ability to locate and develop information relevant to each assigned case.

PROFESSIONAL EXPERIENCE

Julien-Wilson Family Law - Toronto, Canada

Nov 2022 – July 2023

Articling Student

- Aided counsel where required in all aspects of Family and Estates Law, including legal writing, and drafting.
- Conducted extensive legal research and provided analysis of findings.
- Scheduled meetings to discuss the details of matters with clients, and with opposing counsel, performed intake duties, reviewed disclosure with clients, and provided updates when needed to clients.
- Communicated with clients, opposing counsel, and court staff to progress matters quickly and effectively through the Ontario justice system.
- Attended court where necessary as representative for counsel.
- Participated in several matter types, including divorce, child and spousal support, Family Responsibility Office (FRO), CAS, parenting time, and decision-making responsibility.

Robert Half - Toronto, Canada

Mar 2019 – Jun 2022

Senior Associate

- Worked in collaboration with highly-skilled candidates to match them with businesses requiring immediate, specialist assistance on projects.
- Liaised with hiring managers in various industries of different organizational sizes to prepare staffing strategies for existing and future business needs.
- Prepared and revised contracts, liaising with the legal risk management team and ensuring compliance with standards.
- Coordinated all aspects of the recruitment process, including candidate intake, interview, negotiation of contract, and assignment deployment.
- Communicated with applicants to understand their needs and concerns, both over the telephone and in writing.
- Spearheaded staffing strategy meetings and set clear objectives to simplify recruitment protocol.

The Core Admin - Toronto, Canada

Oct 2017 - Jan 2022

Sales Director

- Worked at a full-service marketing agency for the cryptocurrency & blockchain industry.
- Helped to devise and refine the company's core engagement strategies, including innovative branding and offering a customized platform to promote client engagement.

- Led projects across different teams and departments, answering specific queries and ensuring completion of tasks in line with planned timelines.
- Conducted specialist research to obtain relevant information on market dynamics, before successfully developing and executing a strategic plan to achieve sales targets and expand our customer base.
- Acted as spokesperson for the organization at sales events and crypto-currency/blockchain conferences across North America and Europe.
- Facilitated training and development (including KPIs, procedures and strategies) for all members of the sales team.

EDUCATION

Brunel University

2012 - 2015

Bachelor of Laws (LLB), International Sales Law and Arbitration (Hons)

- Served as a student academic mentor across several academic terms, offering guidance and support to new students and those struggling with the content.
- Communicated with fellow students and voiced their views when volunteering as a student representative.
- Completed a range of short courses relevant to legal practice, including in the areas of fraud, practical legal skills, and advocacy.
- Offered advice to clients as part of the Pro Bono Centre and helped to draft statements and letters of advice.

York University

2007 - 2010

Bachelor of Science (BSc) - Environmental Studies

LICENSES & CERTIFICATIONS

NCA Certificate of Qualification

Jul 2021

National Committee on Accreditation (NCA)

CPLED PREP Certification Course

In-Progress

Nova Scotia Licensing Preparatory Course