

Xin Sun

Edmonton, Alberta

ARTICLING CANDIDATE

Internationally trained law student licensed to practice in China and pursuing re-qualification in Canada, with 2 years' post-Bar experience as a legal intern in the People's Court in Beijing, mainly engaged in intellectual property and criminal law including client interviews, legal research and drafting, and data management. Completed CPLED Practice Readiness Education Program (PREP) in September 2023.

EDUCATION

Practice Readiness Education Program (PREP), CPLED	Sep. 2023
NCA Certificate of Qualifications (CQ), Federation of Law Societies of Canada	2022
Master of Laws (LL.M. Business Law), Universite de Montreal, Canada	2017
Master of Laws (LL.M. Criminal Law), China University of Political Science and Law, China	2016
Bachelor of Science (Applied Psychology), China University of Political Science and Law	2014
Minor in Law, China University of Political Science and Law	2014
National Judicial Examination Certificate, People's Republic of China	2013

- Called to the Bar in Beijing, China in Aug. 2014.

WORK EXPERIENCE

Jade College, Montreal, Quebec Apr. 2018 – Dec. 2018

A leading provider of language training and professional programs in Montreal, offering properly structured language courses and immigration programs for international students.

Program Coordinator and Course Consultant

Performed administrative and organizational duties and supported students and professors including course scheduling and classroom assignments, developing and delivering learning materials, calculating payroll for professors and other staff, and maintaining effective communication with students, professors, Commission Scolaire de Montréal (CSDM) and Association Québécoise des Transports (AQTR).

- Responded to information requests and advised potential students regarding courses and programs via online chat, Email, and telephone.
- Enrolled students, managed student data and ensured confidentiality, in addition to tracking payments and course assignments.
- Coordinated class schedules for language courses and notified students and professors.
- Liaised between students and professors in absence cases such as illness and emergency leave and arranged timely make-up classes and assignments to ensure smooth progress in courses.
- Calculated payroll for 10 professors and 5 support staff, including salaried and hourly pay, overtime, payroll deductions, and vacation tracking.

Beijing Haidian District People's Court, Beijing, China Sept. 2015 – Jun. 2016

The basic people's court of Haidian District in Beijing, established on December 1, 1952. The court of appeal is the Beijing No. 1 Intermediate People's Court. Haidian Court has seven dispatched courts.

Legal Assistant (Civil Trial Chamber V)

Assisted one presiding judge in their daily legal duties such as client interviewing, legal research, legal drafting, and data management for a court dealing primarily with intellectual property matters.

- Performing legal assistant duties such as client interviewing, legal research and drafting, and data management.

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- Received both parties to the cases in the court reception room, answered questions from the parties regarding case progress, responded to phone enquiries from the two parties, and delivered evidence and case materials by mail.
- Observed trials and recorded court proceedings in addition to questions, evidence and arguments raised by both parties.
- Managed storage and maintenance of case files and legal research in the court information management system.

Beijing Xicheng District People's Court, Beijing, China

Sep. 2012 – Sep. 2013

The basic people's court of Xicheng District in Beijing, established in August 2010. The court of appeal is the Beijing No. 1 Intermediate People's Court.

Psychological and Legal Consultant (Petition Reception Office)

On duty in the psychological and legal consultation room in the court lobby, serving clients wanting to resolve family and contract disputes, and parties who were dissatisfied with government staff and policies.

- Provided psychological counseling assistance to parties troubled by long-term litigation problems, listening patiently and actively to client story and litigation process, calming client anxiety and advising patience during wait for resolution.
- Helped a landlord draft a lease contract to clarify the respective rights and obligations of landlord and tenants to avoid unnecessary legal disputes in terms of a rental house.
- Explained relevant legal provisions and regulations on contract law, marriage and family law and inheritance law to parties who do not have legal knowledge and could not understand relevant legal provisions.

VOLUNTEER ACTIVITIES

Legal Aid Volunteer, CUPL Legal Aid Association, Beijing, China

Oct. 2014 – Aug. 2015

Provided legal aid services to appellants dissatisfied with existing judgments and wanting to appeal to the Third Intermediate People's Court of Beijing, including grasping entire case story and analyzing eligibility for and likelihood of appeal success.

- Provided legal consultancy and advice to low income and unrepresented, rural appellants, using active listening to understand their story, helping them analyze whether they could appeal and likelihood of appeal success.
- Helped appellants review appeal documents.
- Communicated legal updates on marriage and family law and legal conditions for appeals to the public through distribution of promotional materials, on-site explanations and legal consultation.

INTERESTS

Skiing: Love the challenge of skiing. As I progress and become a better skier, new challenges arise and overcoming them adds to the fun. Skiing is also an enjoyable way to burn calories!

Playing musical instruments: Earned National Piano Grading Level X and play traditional Chinese musical instruments such as the Guzheng and Cucurbit flute. Expressing myself through sound and learning an instrument offers benefits for my mind, health and overall well-being.