

RAVI SHARDA

Dedicated law student conscious of strict deadlines and excellent attention to detail, paired with a positive attitude and strong work ethic. I have relevant legal experience acquired by working for various law offices.

SKILLS

- Microsoft Office
- Time management
- Critical thinking
- Negotiation
- LexisNexis & Westlaw
- Detail oriented

WORK EXPERIENCE:

Chahal and Arora Law Corporation | Law Student (July 2022 – March 2023) Winnipeg, MB

- Organized legal filing system to maximize efficiency.
- Performed legal and general research, drafting and correspondence of documents.
- Gained valuable insight into regulations and policies associated with Real Estate law
- Maintained existing and created new client relationships.
- Learned how to draft various letters, declarations, Power of Attorneys, and Affidavits.

A.S Law Office | Law Student (February 2022 – May 2022) Winnipeg, MB

- Learned how to generate Real Estate reports.
- Communicated pertinent information to clients via. phone, email, and mail.

McMunn and Yates Building Supplies | Lumber Yard Associate (April 2020 – January 2021) Winnipeg, MB

- Handled daily customer service aspects including maintaining positive and ongoing relationships with external customers and freight partners.
- Recorded information, shortages, and discrepancies to keep records current and accurate.

Telesolutions | Call Center representative (May 2019 – September 2019) Winnipeg, MB

- Often met or exceeded the target sales for the day
- Adapted to each call, and was an active listener on each call to be able to secure the sale

**Loblaws | PC Express representative
(June 2018 – October 2018) Winnipeg, MB,**

- Rotated between and assisted with order collection, packaging, loading and payment.
- Advised customers on suitable substitute for dated, discontinued or unavailable products.

EDUCATION:

**Federation of Law Societies of Canada | NCA Accreditation. | Winnipeg, MB
(January 2023 – December 2023)**

- Achieved my certificate of qualification

**University of Buckingham | Bachelor of Laws L.L.B. | Buckingham, Buckinghamshire
(January 2020 – June 2022)**

- Awarded Deans List honors for two exam terms.

**Maples Collegiate | High-school diploma | Winnipeg, MB
(September 2015 – June 2019)**

- Awarded honour role for the 2017 and 2019 school years.

VOLUNTEER EXPERIENCE:

**Winnipeg Minor Basketball Association | Basketball Coach | Winnipeg, MB
(January 2018 – August 2018)**

- Head Coach for a 13-year-old boys' basketball team for a winter season.
- Head Coach for a 12-year-old girls' basketball team for a spring season.
- Introduced both teams to advanced techniques such as on player positioning and proper zone defence.

**Riverview Health Center | Student Volunteer | Winnipeg, MB
(January 2018 – August 2018)**

- Helped physiotherapists perform routine tasks with patients.
- Supported physiotherapists in transferring patients from bed to wheelchair and vice versa duties.
- Acted as a point of contact for families.

References available upon request.