

ANDREA LLEWELLYN

Law - Communications - Project Management

SUMMARY

In the trajectory of my professional journey, I have undertaken diverse roles, showcasing proficiency as an adaptable team member, creative thinker and problem-solver.

With a background in law, communications, and project management, my practical approach helps to navigate complex legal landscapes. I strive to contribute pragmatically to the field of law, drawing upon a robust foundation, and a law degree earned from the University of Leicester

EXPERIENCE

Paralegal / Legal Assistant | Seasonal Contracts | 2006 - 2022

LLEWELLYN LAW

- Streamlined client liaison and case intake procedures for enhanced service.
- Conducted thorough client interviews, drafting case summaries, affidavits, and claims.
- Efficiently managed case preparation, ensuring seamless court filings and meticulous documentation for Affidavits of Records and legal proceedings.
- Applied a detail-oriented approach to organize case materials, contributing to trial success.
- Demonstrated proficiency in legal drafting and PC Law for precise document preparation.
- Provided crucial administrative and client support for urgent litigation deadlines and sensitive situations.

Communications & Social Media Advertising | Part-time | 2014-2021

DICKENS PUB

- Formulated a successful long-term marketing strategy and brand voice, executing impactful paid social media campaigns.
- Increased Facebook following from ~4,000 to ~11,000; launched Instagram with targeted advertising.
- Expanded Dickens Pub and Terminus Festival brand awareness, particularly as an LGBTQIA2+ community hub, and amongst younger audiences.
- Contributed to a 20% increase in monthly event bookings to ~28, supporting business growth.
- Led media engagement, advised and encouraged addressing social and political issues.
- Overall, as a team successfully navigated potential challenges posed by minimum wage increases and the coronavirus pandemic, ensuring continued success.

Multimedia Designer / Developer | Full-time contract | 2016-2017

CALGARY BOARD OF EDUCATION

- Executed a new digital communications strategy, including a smooth transition of the schools' content to their new websites.

EDUCATION

UNIVERSITY OF LEICESTER

*L.L.B.
JD Pathway for Canadians
July 2023*

MOUNT ROYAL UNIVERSITY

*Prof. Cert.
Public Relations
June 2016*

UNIVERSITY OF CALGARY

*B.A.
International Development
April 2011*

SKILLS

- Adaptable
- Problem-solver
- Public relations
- Professional writer
- Legal drafting
- Court document prep.
- Client liaison
- Logistics
- Project management
- Web master
- Tech-savvy
- Leader
- Creative

VOLUNTEER WORK

GEORGE FLOYD VIGIL at OLYMPIC PLAZA

- Production coordination
2020

CALGARY WOMXN TAKING STRIDES / MARCH ON

- Organizing Committee
2019-2020

CALGARY CLIMATE PARADE

- Organizing Committee
2019

FREE TRANSIT 4 ELECTION DAY

- Co-collaborator
2015-2016

CALGARY FOLK FESTIVAL

- Transportation Coordinator
2018-2019

- Demonstrated expertise as a Multimedia Designer/Developer focused on website migration, achieved within a collaborative team environment.
- Edited and standardized communications for enhanced clarity and consistency.
- Collaborated with internal clients (school principals), and the communications team, ensuring the maintenance of effective online environments that authentically showcased each school's unique culture.
- Proven proficiency in efficiently transferring and optimizing multimedia content for seamless integration in future updates.

Festival & Concert Production Manager | Contracts | 2016 & 2017

JAZZYC

- Consulted on general festival marketing tactics, postering, online advertising, and community engagement, leading to improved marketing timelines for the volunteer marketing director.
- Guided the advance logistics for major concerts, including the Canadian Jazz Fest, Summer Jazz Fest, and Illumin8, resulting in a smooth festival experience for guests and producers.
- Instilled a solidified production team workflow, enhancing efficiency and collaboration.
- Demonstrated a proven track record as a Festival Production Manager, overseeing comprehensive end-to-end event logistics.
- Utilized strong organizational skills to coordinate venue and artist relationships, manage transportation, instruments and gear, contributing to the success of festivals.
- Proficiently created and implemented production schedules, ensuring seamless execution and optimal event flow.
- Enthusiastically contributed creative insights and innovative solutions, enhancing the overall festival experience.

COMMUNITY INVOLVEMENT

VOLTAGE CREATIVE GARAGE (a.k.a. NvrInd Arts) | 2014-2018

- *Co-Founder & Administration*

STUDENTS' UNION, UNIVERSITY OF CALGARY | 2008-2010

- Elected Official and Events Commissioner
- Music Programming, Event Manager, and Host - That Empty Space

- Stage Crew
2011-2017

SLED ISLAND MUSIC & ARTS FESTIVAL

- Venue Manager & fundraising
2010-2019

NEW DEMOCRAT PARTY

- Canvassing Lead
Brian Malkinson Campaign
2019
- Canvassing Lead
Brian Pincott
2019

LIBERAL PARTY OF CANADA

- Event Coordinator and canvassing
Kent Hehr Campaign
2014, 2015, & 2019
- Volunteer
Rahim Sajjan Candidacy 2012
- Communications manager Janice Kinch Campaign 2011

ALBERTA PARTY

- Event Coordinator
Greg Clark Campaign
2014 & 2015
- General volunteer
Glen Kelly Campaign
2012

TEAM NENSHI

- Youth Team member
2010
- Volunteer
2013 & 2017

References

Available upon request.