

# Asela Rupasinghe

Edmonton, AB

<https://www.linkedin.com/in/asela-rupasinghe-a092302a1/>

## Articling Candidate

NCA graduate from the Federation of Law Societies of Canada with over four years of experience within law firms. Solid knowledge of Real Estate Law, Rules of Civil Procedure, Criminal Code, Family Law, and estate statutes. Proficient in Microsoft Excel, Word, Outlook, Lotus Notes, Teraview, PC Law, Unity, Divorcemate, and LEAP. Work well with people, problems, and situations with honesty, integrity, and professional ethics.

## Education and Training

**NCA Certificate of Qualifications (CQ)**, Federation of Law Societies of Canada 2024

**Attorney at Law**, Sri Lanka Law College 2008-2012

## Legal Work Experience

**Real Estate Legal Assistant**

**Feb 2023-Present**

**Goodfellow & Shuett Law – Edmonton**

- Drafting and registering Transfer of Land, Mortgages, and other various instruments according to the Alberta Land Title regulations.
- Performance of various types of searches, including Title documents, PPR, Bankruptcy, Insolvency Records, and Tax searches.
- Providing legal services for private lenders and drafting Mortgages, Assignments of Rent, and registering Caveats.
- Maintaining Trust accounting transactions with LEAP and making necessary payments from the firm's Trust Account.
- Experience in ordering and arranging Estoppel Certificates and other required Condominium Documents in Real Estate Transactions.
- Prepare final reporting for lenders, follow up on discharges, and distribute clear Title Certificates to relevant parties.
- Experience in working professionally and effectively with other law firms, realtors, city and town authorities, and financial institutions.

**Law Clerk**

**Jan 2022-Jan 2023**

**Madorin Snyder LLP – Kitchener**

- Performance of administrative work related to files, including opening files, preparing accounts and client billings, processing payments, closing files, and maintaining an active filing system.
- Preparing purchase and sale documents, and institutional and private mortgage transactions in Unity, Conveyancer, and Teraview.
- Experience in ordering and arranging Title Insurance, requesting all payout statements and tax bills, Preparing Trust Ledgers, Statements of Adjustments, and Statements of Accounts, and Conducting writ searches, title searches, and other off-title searches.
- Experience using LDD, FCT, LLC, TELUS Assyst Real Estate, and other related systems.

# Asela Rupasinghe

Edmonton, AB

<https://www.linkedin.com/in/asela-rupasinghe-a092302a1/>

## Law Clerk

Dec 2020-Dec 2021

### Rudavsky Law Office, Elmira

The Law Clerk is working closely with clients at Rudavsky Law Office. Especially in Real Estate, Family Law, Insurance/ Tort Litigation, and Rules of Civil Procedures.

## Attorney at Law

June 2010 - March 2011

### Supreme Court of Sri Lanka

- Solved client's inquiries in friendly and professional way from the very first meeting by providing accurate, timely and effective legal advice.
- Appeared before legislative and regulatory bodies or government agencies.
- Worked effectively with other attorneys and legal staff to reinforce customer satisfaction.
- Guided and conducted investigations to identify relevant facts and applicable law in order to prepare for a successful case on behalf of the client.
- Attended hearings and presented oral submissions in a court of law.

## Other Work Experience

### Workflow Coordinator

May 2017-March 2020

#### Sun Life Financial, Waterloo, ON

The workflow coordinator is working closely with members of the GB National Workflow Team, in a fast-paced environment to ensure service standards are met.

### National Disability Support

Nov 2016-May 2017

#### Sun Life Financial, Waterloo, ON

As a National Disability Support manage to provide quality, timely service to both external and internal clients by performing various administrative duties in a fast-paced, high-volume environment.

### Administrative Support-Office Services

Sep 2011-March 2015

#### Manulife Financial, Waterloo, ON

Communicate with Plan Members, Service providers to verify information on claims and managing most of the administrative work.

## Volunteer Activities

- Organized and participated in Legal Aid clinics in Sri Lanka.
- An active member of Sri Lankan cultural events in Canada.

## Interests

Writing blogs, teaching, singing, playing percussions, watching movies and documentaries, nature walking and social gatherings.