

# Priya Chatha

Calgary, Alberta

<https://www.linkedin.com/in/priyachatha1>

## Articling Candidate

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Canadian law student educated in Calgary (undergraduate degree) and the UK (law degree), with 3+ years' law-related experience as a legal assistant and judicial clerk. Strong background in court process and procedure, in addition to civil litigation, corporate law and SEC regulatory compliance. Confident in legal research and drafting, file preparation and management, and trial preparation. Competence with SEDI and EDGAR filing platforms and ESILaw software. Enrolled in PREP and available immediately for articles.

## Education

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<b>Practice Readiness Education Program (PREP)</b> , CPLED	Jun. 2024 – Present
<b>NCA Certificate of Qualification (CQ)</b> , Federation of Law Societies of Canada	2024
<b>Bachelor of Law, LLB (JD Pathway)</b> , University of Leicester	2022
<b>Bachelor of Arts (Law and Society Major)</b> , University of Calgary	2018

## Experience

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**Alberta Court of Justice**, Calgary Nov. 2022 – Present

*Provincial court system responsible for administering justice across Alberta, handling a wide range of legal matters, and serving as the main entry point to the province's judicial system.*

### **Judicial Clerk**

- Prepare courtroom, swear in participants, operate audio recording and videoconferencing equipment, and manage exhibits to support efficient operation of court proceedings.
- Capture and maintain court records and prepare and issue court orders.
- Provided backup judicial clerk coverage at Criminal, Civil and Family Courts, and Kings Bench.
- Clerked on case conferences, special sittings, and trials
- Liaise by email, at counter and in court with judiciary, lawyers, law enforcement and the public on file specifics, inquiries, next steps, trial schedules, applications, adjournments, and transcripts.

**TransGlobe Energy Corp**, Calgary Aug. 2022 – Nov. 2022

*Calgary-based oil and gas exploration, development, and production company that was acquired and merged into Vaalco Energy, Inc.*

### **Executive Assistant & Office Manager**

- During corporate merge, ensured smooth office functioning by supporting the executive team by editing, printing, and releasing annual and quarterly reports, press releases, and proxy statements.
- Coordinated calendars, schedules and travel arrangements across time zones, and updated departments and stakeholders on executive availability, meeting logistics and last-minute changes.
- Managed board meetings, prepared meeting minutes, and compiled audit documents.
- Filed regulatory documents with the SEC, CSA, and IIROC on EDGAR and SEDI platforms.

## Priya Chatha

**University of Leicester Law School**, Leicester, UK

Mar. 2022 – Jul. 2022

*UK university renowned for innovative teaching, cutting-edge research, and strong emphasis on practical legal experience and international outlook.*

### **Leicester Law School Student Ambassador**

- Represented the law school in group information sessions to prospective students, alumni and other stakeholders for the purpose of student recruitment and fundraising.
- Shared personal international student experience and provided insights into law school culture, programs, clubs, teaching methods, and location to prospective students and parents.
- Assisted prospective students with application process, including guidance on requirements, deadlines, and tips for successful application, and connecting them with faculty and resources.

**University of Leicester Pro Bono**, Leicester, UK

Mar. 2022 – Jul. 2022

*University of Leicester legal clinic, with student legal advisers supervised by qualified volunteer lawyers providing free legal advice to university students and community members.*

### **Legal Case Worker (Volunteer)**

- Helped victims of the 2018 Windrush scandal, in which thousands of UK immigrants of Caribbean descent were denied rights after wrongful classification as illegal, file for financial compensation.
- Advocated for affected individuals and descendants through advice and guidance on compensation for wrongful detention, denial of legal rights and benefits, and other injustices.
- Supported clients by compiling and sorting evidentiary documents and calculating damages incurred from 1973 onwards.
- Raised awareness about Windrush issues on social media and at the university.

**Yanko and Popovic Barristers & Solicitors**, Calgary

Oct. 2018 – Sep. 2020

*Boutique law firm specializing in all areas of personal injury.*

### **Legal Assistant**

- Assisted personal injury lawyers with administrative, clerical, and accounting duties such as file intake, scheduling medical exams, ordering and redacting health records, and issuing cheques.
- Scheduled client meetings, questioning dates and mediations.
- Helped clients with intake form completion, answering questions and performed bi-weekly injury updates to track client recovery progress and maintain accurate case files.
- Drafted and reviewed litigation documents such as statement of claim, affidavit of records, and bill of costs, in addition to court filing, service of documents, and formulating final settlements.
- Oversaw and managed ~60 legal files independently, while assisting on ~100 other files.

## **Interests**

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**Traveling:** Passionate about exploring new cultures and destinations. Visited 13 countries to date, and always seeking unique experiences to deepen understanding of global perspectives.

**Animals:** Love animals, especially dogs, and have had a family pet since childhood. Currently own a 3-year-old Boston Terrier, who brings great joy and companionship.

**Outdoor pursuits:** Enjoy spending time in nature, particularly summer camping and hiking. Appreciate the physical and mental health benefits of outdoor activities.