

Melon Mapfurira

PROFILE

Committed and detail-oriented internationally trained law student with over 8 years practical experience in the legal profession as well as risk assessment domain. Special interests in corporate-, technology-, insurance-, and family law. Experience and knowledge in legal research, legal writing, contract drafting and advisory. Holds an NCA Certificate of Qualification. Proficient in Microsoft Office. Seeking to join a dynamic legal team while gaining the necessary practical experience for bar admission.

EDUCATION

Master of Laws specializing in Law and Technology , University of Ottawa	Sep. 2023 – Present
NCA Certificate of Qualifications (CQ) , Federation of Law Societies of Canada	Jul. 2024
Master of Laws , University of Witwatersrand, South Africa	2022
Bachelor of Laws (LL.B.) , University of Witwatersrand, South Africa	2021
Undergraduate Degree (B. Com in Risk Management and Insurance) , NUST, Zimbabwe	2013

EMPLOYMENT

Department of Innovation, Science & Economic Development (Canada) Jan. 2024 – Jun. 2024

A department of the Government of Canada responsible for developing and shaping policy frameworks for innovation and science with the objective of positioning Canada as a leader in innovation and technology.

Graduate Intern – Artificial Intelligence and the Law

- Researching the implications of Artificial Intelligence (AI) on Canadian culture.
- Reporting on recent developments in artificial intelligence like generative AI and deepfakes and analyzing their effect on Canadian society.
- Analyzing prevailing legislation and its potential to address some of the legal issues posed by AI.
- Recommending appropriate policy responses to the threat posed by technology in Canada

Ten Deka Enterprises Private Limited Jun. 2019 – Aug. 2023

An emerging industry leader specialising in providing legal advisory services for corporations establishing and expanding their footprint in Africa.

Legal Officer (Jan. 2021 – Aug. 2023)

- Providing professional legal advice and facilitating organization's compliance with legal frameworks for corporate establishment and operations.
- Drafting legal documents and negotiating complex contracts.
- Managing corporate compliance and regulatory frameworks.
- Dispute resolution.
- Legal research and strategic advisory.
- Managing case files

Legal Intern (Part Time) (Jun. 2019 – Dec. 2020)

- Assisting the legal advisor in providing legal services to the company.
- Drafting, reviewing, and revising legal documents for the legal advisor.
- Proof-reading and revising various publications for the organisation.
- Producing and filing company regulatory documents with the relevant regulatory bodies

Environmental Justice Fund

Jun. 2022 – Jan. 2024

A non-profit organisation that funds grassroots establishments pursuing environmental justice in South Africa.

Administrative Assistant (Part time)

- Preparing board packs and taking board meeting minutes.
- Liaison between the board and the Executive Director
- Distributing board meeting minutes to the entire board.
- Organising events including staff and board members retreat and Grantee Convenings.
- Report writing

Hamilton Insurance Private Limited

Jan. 2013 to Dec. 2018

A leading player in the Zimbabwean short term insurance sector providing assorted insurance products to the local and regional market including commercial and business insurance, vehicle insurance, home-combined insurance and bonded-warehouse insurance.

Risk Assessor and Policy Underwriter

- Drafting insurance contracts
- Consulting and advising clients on insurance matters.
- Making changes to underwriting terms and documentation
- Underwriting insurance applications.
- Evaluating financial records, statements, and historical trends
- Prospecting for new business opportunities in the market
- Communicating with and reporting to insurance brokers and reinsurers on a regular basis
- Acting as a technical referral point for junior underwriting team members.
- Underwriting products and policies within strict company guidelines
- Underwriting commercial insurance products at an agreed loss ratio.

VOLUNTEERING

Teaching Assistant , University of Witwatersrand, South Africa	Apr – Aug 2023
Tutor , University of Witwatersrand, South Africa	Jan – Dec 2022
Bursary Officer , Association of International Law Students	Jan – Dec 2021

INTERESTS

Learning New Languages: It challenges me with charting unfamiliar terrains and accomplishing this goal reflects commitment, perseverance, and ability to quickly grasp new concepts. Recently commenced learning French and have attained level B1.