

BAWAN KAUR

Calgary, Alberta
ca.linkedin.com/in/bawann

ARTICLING CANDIDATE

Motivated and committed law graduate with varied work experience as a legal assistant and in general administration, human resources and customer service. Adept at legal research, drafting documents, and client communication. Eager to contribute my skills and experience to a dynamic legal team and further my professional development. Full professional proficiency in English, Punjabi, and Hindi.

EDUCATION

Practice Readiness Education Program (PREP) , CPLED	Jun. 2024 – Present
NCA Certificate of Qualification (CQ) , Federation of Law Societies of Canada	May 2024
Legal Research and Writing (LRW) Certificate , CPLED	Mar. 2024
Law LLB (JD Pathway) , University of Leicester, UK	Jun. 2023
Bachelor of Business Administration (General Management) , Mount Royal University, Calgary	Jun. 2021

Additional skills and certification: Introduction to Federal Family Law Amendments (Department of Justice Canada), Canada Practice Ready: Family Law and Personal Injury (LexisNexis), Sales and Customer Service, and Conflict Resolution

WORK EXPERIENCE

Goldsworthy and Associates, Calgary July 2024 – Present

Legal Volunteer

- Gain hands on experience in criminal law, including attending court proceedings and making submissions on behalf of supervising lawyer.
- Assist with legal research and preparing case files for court.
- Attend client interviews and court hearings, observing criminal procedures and advocacy in action.

Calgary Board of Education, Calgary Feb. 2024 – Present

Casual Lunch Supervisor

- Supervise and engage with children from kindergarten to grade 6 during lunch periods, ensuring a safe and respectful environment.
- Resolve disputes among students such as over playground equipment or disagreements during group activities, mediating through actively listening.
- Collaborate with other lunch supervisors and teachers to coordinate meetings to discuss ongoing challenges and rotation schedules for supervision.
- Provide compassionate supervision and support to children presenting with complex mental health challenges and behavioral issues that impact academic engagement.
- Write incident summary reports detailing student incidents and resolutions, ensuring accurate documentation and effective communication of events to school administrators and parents.

Merchant Law Group LLP (MLG), Calgary

Aug. 2023

Legal Assistant to Personal Injury Lawyer

- Managed AB-1 claims and drafted documentation such as demand letters, settlement proposals, and 3rd-party correspondence, adhering to Alberta legal requirements and procedural guidelines.
- Coordinated and liaised with medical professionals to obtain necessary documents and records, ensuring completeness and accuracy for client cases.
- Participated in initial client consultations, assisting in drafting retainer agreements and maintaining ongoing communication to update client records.
- Managed signing of Notice of Final Agreement (NFA) and Release of Claims (K4).
- Ensured confidentiality and privacy compliance in maintaining electronic and hardcopy files.

The Brick, Calgary

Nov. 2019 – Sep. 2022

Sales Consultant & Customer Service

- Cultivated strong customer relationships and ensured exceptional service in a commission-based sales environment, highlighting client management and negotiation skills.
- Demonstrated sales acumen by consistently achieving and exceeding monthly and yearly sales targets.
- Facilitated financing plans through 3rd-party providers, guiding customers through the application process and enhancing financial literacy.
- Advised clients on warranty options, enhancing product value and customer peace-of-mind.

Mainstreet Equity Corp., Calgary

May 2019 – Sep. 2019

HR Intern & Corporate Administrator

- Managed varied administrative tasks, including high-volume phone calls, correspondence, and client inquiries, optimizing operational efficiency.
- Conducted thorough reviews of rental applications and performed credit checks ensuring compliance with company policies and rental regulations.
- Supported HR manager in maintaining and updating 350+ employee files (hardcopy and electronic).
- Facilitated recruitment by conducting initial phone interviews and shortlisting prospective candidates.
- Assisted in implementation of HR policies, employee benefits administration, and other HR initiatives.

INTERESTS

Community Service: Actively involved in volunteering for local organizations, demonstrating commitment to social welfare and community engagement.

Cooking: Passionate about experimenting with culinary techniques and flavors.

Travel and Culture Exploration: Have visited countries including Switzerland, France, England, Portugal, Italy, fostering cultural awareness and global perspective.