

# MANPREET BRAR

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## EDUCATION

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**University of Alberta, Faculty of Law** **Edmonton, AB**  
Internationally Trained Lawyer Pathway, NCA Candidate Sept 2024-Jun 2025

**University of Birmingham Law School** **Birmingham, UK**  
Bachelor of Law, LLB Honours Sept 2022-Jun 2024

**University of Calgary** **Calgary, AB**  
Environmental Management Certification Sept 2018-Jun 2019

**University of Calgary** **Calgary, AB**  
Bachelor of Science, Major in Geophysics and Minor in Geology Sept 2013-Jun 2018

## PROFESSIONAL EXPERIENCE

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**Edmonton Community Legal Centre (ECLC)** **Edmonton, AB**  
Administrative Support Oct 2024-Present

- Prepare and distribute follow-up letters and resource guides to clients following their legal advice sessions in family law, civil law, and social benefits assistance matters. Ensure administrative tasks are completed to properly close client files.
- Conduct follow-up phone surveys with clients to evaluate their experience with ECLC, collect feedback on service quality, and determine any additional support needs, including referrals to counseling services and community programs for further assistance.

**Student Legal Services of Edmonton** **Edmonton, AB**  
Family Law Phone Outreach/Trans ID Clinic Caseworker Sept 2024-Present

- Provide basic legal information and resource guides on matters including divorce, separation, parenting time, child and spousal support, and family property division to low-income community members.
- Assist individuals with the legal application process for name and gender marker changes, ensuring they have access to necessary forms, guidance, and resources.

**Luminous Leaf** **Carstairs, AB**  
Owner/Operator Feb 2021-Present

- Maintain contact with on-site manager to ensure day-to-day operations are running efficiently and strategize with staff to create comprehensive procedures for inventory management and clean workspaces.
- Manage all financial aspects of the business, including sales tracking, cash handling, and compliance with tax and federal reporting requirements.
- Recruit and train staff, fostering a knowledgeable team committed to excellent customer service and regulatory compliance.

**Sahota Law Office** **Calgary, AB**  
Legal Assistant Mar 2022-Aug 2022

- Assisted in personal injury cases by obtaining accident and medical records, and preparing litigation documents, affidavits, contracts, and correspondence.
- Prepared Wills, Enduring Powers of Attorney, and Personal Directives while ensuring compliance with legal requirements and client instructions.
- Reviewed title documents, verified legal property descriptions, and ensured all conveyancing paperwork was accurate and complete.

**Luminous Liquor** **Carstairs, AB**

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Owner/Operator

Aug 2020-Jan 2022

- Managed all aspects of daily operations, including inventory control, supplier negotiations, and financial oversight to ensure profitability and regulatory compliance.
- Hired, trained, and supervised staff, developing operational procedures to optimize efficiency, maintain a safe work environment, and enhance overall customer satisfaction.
- Ensured adherence to AGLC regulations, including responsible sales practices, age verification procedures, and staff training on compliance requirements.

**Member of Parliament for the House of Commons**

**Calgary, AB**

Constituency Manager

Dec 2019-Jun 2020

- Resolved complex immigration, taxation and senior benefits case files and liaised with various government departments and government officials while maintaining confidentiality.
- Handled all social media and outreach projects, increased followers on all platforms, created content with the MP, and successfully organized events such as Stampede breakfasts and Town Hall meetings.
- Drafted speeches for outreach events and created informational householder pamphlets to mail to constituents, curated certificates of recognition for community members and organizations, and created support letters for visa applications, statutory declarations, and letters of reference on behalf of the MP.

**Member of Parliament for the House of Commons**

**Calgary, AB**

Constituency Assistant

May 2016-Oct 2019

- Managed casework related to immigration, taxation, social benefits, and senior assistance, ensuring timely support for constituents.
- Oversaw administrative tasks, including screening calls, managing calendars, coordinating meetings, drafting correspondence, and maintaining office organization, while also providing receptionist support as needed.
- Prepared support letters for visa applications, statutory declarations, certificates, and reference letters on behalf of the Member of Parliament.

## **VOLUNTEER EXPERIENCE**

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**University of Alberta**

**Edmonton, AB**

Law Library Student Advisory Committee

Oct 2024-Present

- Provide feedback on library services, advocate for student needs, and serve as a liaison between the student body and library administration.
- Organize and assist in events, including faculty talks, student wellness activities during exams, and designing a law-themed escape room to provide an interactive and educational experience for students.

**Birmingham Law School Pro Bono Group**

**Birmingham, UK**

Pro Bono Law Student

Sept 2023-May 2024

- Provided research and submitted a report which focused on the UK's transition from Environmental Impact Assessments legislation to Environmental Outcome Reports adopted from the new Levelling-Up and Regeneration Act 2023 and the issues around compliance with the Aarhus Convention requirements.

**University of Birmingham**

**Birmingham, UK**

Law Student Mentor

Sept 2023-Jun 2024

- Conducted orientation for first year law students and aided in providing support and advice year-round, informing them of events, clubs, volunteering opportunities, access to mental health services and career services.