

Emily Bertsch

Drumheller, AB

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Professional Summary

- Dedicated and driven law graduate with an LLB from the University of Leeds and a Bachelor of Arts in International Relations from the University of Calgary.
- Excellent listener who builds strong and professional relationships with clients.
- Recently completed NCA accreditation requirements and the CPLED Legal Research and Writing Course.

Skills & Competencies

- Strong legal research and writing skills
- Knowledge and Practice (under the supervision and support of Andre Wilkins) in multiple areas of legal practice, including:
 - Conveyancing (purchases, sales, and remortgages)
 - Wills and Estates
 - Civil Litigation
 - Company Law
 - Family Law
 - Contract Law
- Negotiation and mooted skills
- Client engagement and consultation experience
- Experience drafting legal documents and facilitating real estate transactions

Education

Federation of Law Societies of Canada

NCA Certificate of Qualifications (CQ) | Completed Mar. 2025

- Completed five required subjects, awaiting results and certificate of completion (expected May 2025).
- Completed two optional subjects, family law and civil litigation.
- Completed CPLED Legal Research and Writing.

University of Leeds, School of Law, England

Postgraduate LLB (2-Year Program) | Graduated Jul. 2024

- Continuing legal education in Canada through the NCA process.

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University of Calgary

Bachelor's Degree in International Relations and Political Science | 2022

- Dean's List (2022-2023)
- Jason Lang Scholarship Recipient (2022)
- Rosebud Lions Scholarship Recipient (2018)

University of Quebec, Trois-Rivières

French Immersion Program | May - June 2019

- Completed an 8-week intensive French language training program.

Legal Experience

Valley Law Chambers – Andre Wilkins, Drumheller Alberta, Canada

May 2023 – Oct. 2023

Summer Legal Intern

- Drafted court documents including affidavits, statements of claim, notices originating applications, and statements of defense.
- Assisted in client meetings and directly engaged with clients on various legal matters.
- Conducted research and writing in civil litigation, particularly in contract law, family law, land law, and estate administration.
- Facilitated real estate transactions, including drafting documents, using the land titles registry, compiling closing packages, and coordinating mortgage transactions.
- Drafted wills, power of attorney, and personal directive documents for clients.
- Assisted clients with company start-ups by preparing essential documents and minute books.

Work Experience

Golden Hills Learning Academy, Strathmore Alberta, Canada

Sep. 2019 – Sep. 2022

Student Services Support

- Provided career counseling and academic support to students.
- Assisted students and parents with course completion and academic planning.
- Facilitated student registration and administrative support.
- Developed and managed courses on an online learning platform.