

FIONA LINDENBACH

Linkedin.com/in/fionalindenbach

Edmonton, Alberta

EDUCATION

Certificate of Qualification (CQ) , National Committee on Accreditation	January 2025
LLB Accelerated Scots and English Law , University of Aberdeen GPA: Distinction	May 2023
BBA Finance , Northern Alberta Institute of Technology	April 2021
Diploma Finance , Northern Alberta Institute of Technology	April 2018

EXPERIENCE

Emery Jamieson, Legal Assistant | July 2024- Current

- Prepare and send correspondence such as legal notices, client letters, and emails to opposing counsel.
- Assist multiple lawyers with client communications, scheduling meetings, and answering inquiries, all while always ensuring the utmost client confidentiality. Maintain and organize physical and electronic case files, ensuring documents are accessible and up-to-date.
- Conduct conflict searches, open new files, and maintain client billing.
- Write and file grant applications while providing clients with an in-depth understanding of the process.
- Draft estate planning documents and prepare for signing.

Majeski & Company, Legal Assistant | April 2023- June 2024

- Wrote and filed grant applications while providing clients with in-depth understanding of the process.
- Performed searches for conveyancing, corporate and estate clients to facilitate due diligence.
- Obtained document registrations including ceasing or registration of tradename and annual returns.
- Organized and distributed documents such as director's resolutions, promissory notes, and share certificates for signing.
- Prepared final reporting packages for conveyancing and estate administration clients.
- Organized and maintained adapting priorities for all estate planning and estate administration clients through active correspondence and appointment scheduling.
- Created client accounts, processed payments, and generated cheques.

Government of Alberta (Policy Development & Coordination Branch, Advanced Education)

Summer Student | August 2022- September 2022

- Determined the legal language to be used for a Bill proposal.
- Conducted local, national and global environmental scans to ensure information in the Bill proposal was accurate.
- Created logic model to ensure inputs, outputs, and outcomes aligned for Bill proposal.
- Developed key performance indicators and measurements used for functioning of Bill components.

Nando's, Supervisor | June 2016- August 2021

- Resolved both customer and employee complaints to ensure their satisfaction, thereby increasing customer and employee retention.

- Oversaw and trained new employees on the procedures and policies to ensure their understanding of their role and responsibilities.
- Adjusted polices to meet the changing needs of our customer base throughout the pandemic.
- Maintained 4 cash floats for the point-of-sale terminals and prepare bank deposits daily.

McDonald’s, First Assistant Manager | August 2009- June 2016

- Directed training programs and development paths for supervisors and lower-level employees.
- Planned company functions to increase employee retention, resultingly maintained employment levels.
- Assessed job applications and made candidate recommendations for key vacancies.
- Organized marketing materials and training when new products made available to customers.
- Operated within a team environment and effectively managed resources by maintain cash floats and conducting end-of-month inventory counts.

VOLUNTEER EXPERIENCE

Hope Mission, Kitchen Aid | January 2025- Current

- Support food distribution efforts, effectively serving an average of 200 individuals per shift.
- Assist in the preparation and serving of nutritious meals for individuals experiencing homelessness, ensuring food safety and quality standards were met.

Edmonton Community Legal Centre, Note Taker | July 2023- Current

- Attend meetings with clients and lawyers during initial consultations in a variety of legal areas including Estate Planning, Family Law, Immigration, and Civil Matters.
- Assist with the identification of legal issues, preparation of documents, and preparation of actionable steps for client to take.

Lawyers Without Borders, Project Lead | October 2022- April 2023

- Managed team in creation of a braille book for children aged 11-13 bringing awareness and resources to the blind community on the topic of ‘Online Child Sexual Exploitation’.
- Oversaw 5 researchers and developed the finished paper for an NGO based in Iraq. The goal was to help provide clarity on ‘Sexual and Reproductive Health Rights for Women in Iraq’ by examining both geographical and historical contexts of the topic.

Aberdeen Law Project, Team Leader | October 2022- April 2023

- Provided guidance and direction to team members on the ‘Sex For Rent Project’. As soliciting renters is legal in Scotland, the objective was to provide information and resources to students through collaborating with local businesses and the university.

ACCOMPLISHMENTS

- BPP Advocate of the Year- finalist 2022
- Dean’s List 2016-2021
- Jason Lang Scholarship Recipient
- Gabrielle Isserow Scholarship Recipient

MEMBERSHIPS/CERTIFICATIONS

- Commissioner of Oaths
- Member of the Canadian Bar Association
- Mental Health First Aid Certified
- First Aid Certified