

Sasha Shkarlet

Winnipeg, Manitoba

Education

Juris Doctor Candidate, Faculty of Law, University of Manitoba 2022 – 2025

Bachelor's of Art in Sociology, University of Winnipeg 2020

- Dean's Honour List for academic years of 2018 and 2019

Legal Administrative Assistant Certificate, Red River College 2009

Speak a variety of languages including Russian, Hebrew, English, and Yugoslavian

Employment Experience

Jeffrey's Restaurant and Lounge 05/2016 to present

Bartender/Server

- Trained servers and bartenders
- Handled large sums of money throughout the shift
- Developed excellent time management and multitasking skills by being responsible for several areas in the lounge simultaneously including bartending, serving and handing VLT (video lottery terminal) payouts
- Contributed to expanding the business by creating and preserving relationships with customers
- Resolved issues pertaining to daily operations of the business

McRoberts Law Office LLP 05/2009 to 10/2017

Office Manager/Legal Assistant/Real Estate Paralegal/ Receptionist

- Managed an office of 10 lawyers and 8 office staff, regulated receivables/payables
- Operated PCLaw and EasyLaw to input time keeping for lawyers, creating accounts receivables, producing reports for month/year end reports, inputting disbursements, and other tasks
- Coached lawyers and assistants in operation of the systems, communicated with accountants to ensure accurate month/year end report were done, facilitated banking deposits daily, ordered supplies

- Researched and met with prospect suppliers and representatives of companies, entered and managed payroll, calculated commissions, organized and calculated management cheques for the partners at the firm
- Composed letters, communicated with opposing side, realtors and banks, scheduled appointments, diarized deadlines and court appearances, prepared standard legal documents and correspondence
- Conducted title, conflict of interest, corporate, and Land Titles searches

Tapper Cuddy LLP/Métis CFCS

05/2012 – 06/2012

Paralegal

- Prepared documents to be filed in court, met with process server to discuss service
- Managed and diarized tight deadlines for court filing
- Communicated with social workers to gather information for the file
- Attended court on Fridays, accompanying assigned lawyers
- Communicated with lawyers to confirm file details

Volunteer Experience

Manitoba Youth Centre- Guided and supported young offenders, 02/2007 – 06/2007

Shepherd's Day Care- educated young children, 02/2007 –06/2007

Seven Oaks Hospital- Assisted in taking care of patients, 09/2007 – 12/2007

Interests

International Travel- visited several counties in Europe and the Caribbean

Exercise and health care

Foreign languages

Cooking