

MELANIE SMITH

EDUCATION

Juris Doctor, Candidate Expected 2026
Schulich School of Law, Dalhousie University, Halifax NS

Bachelor of Arts, Major in Criminology, Minor in Psychology 2019
Saint Mary's University, Halifax NS

WORK EXPERIENCE

Summer Intern, Nova Scotia Legal Aid – Family Division, Dartmouth NS 2025-Present

- Analyzing clients' legal issues in the context of applicable law, factual circumstances, and available resources.
- Preparing legal documents including pleadings, affidavits, applications, orders, and agreements.
- Observing and participating in court proceedings, including conferences, settlement conferences, and various stages of Child and Family Services Act (CFSA) proceedings, Adult Protection hearings, and trials.
- Preparing for negotiations, including developing settlement positions.
- Attending and assisting in Settlement Conferences at the Supreme Court (Family Division).
- Assessing individuals for qualification under Legal Aid services.

Sales Associate, La Senza, Halifax NS 2024-2025

- Providing excellent customer service while attempting to achieve store and personal targets.
- Ability to actively answer questions about products and inventory.

Legal Support Clerk, Stewart McKelvey, Halifax NS 2022-2023

- Leveraged attention to detail to provide basic correspondence to clients.
- Responsible for various tasks relating to physical and electronic file management.
- Demonstrated professional demeanor, strong work ethic and positive attitude.

Office Services Clerk, Stewart McKelvey, Halifax NS 2021-2022

- Provide photocopying, scanning, printing, laminating, faxing, and CD burning services to lawyers and staff.
- Ensure proper scanning, emailing and routine of faxes, couriers and mail to the appropriate person where required.
- Process incoming and outgoing mail and courier packages.

Key Holder, La Vie en Rose, Halifax NS 2020-2021

- Promotion from Sales Associate: team lead, open and close the store.

- Accurately designing co-workers personal sale targets day by day.
- Managed inventory, returns, and handled customer/employee conflict resolution.

Server, Long Dragon Chinese Restaurant, Lower Sackville NS

2016-2022

- Leveraged sufficient time management to take accurate telephone, dine-in and take-out orders resulting in high customer satisfaction and retention.

COMMUNITY INVOLVEMENT & EXTRA CURRICULAR ACTIVITES

Co-President

Dalhousie Criminal Law Student Association, Criminal Justice Coalition

2025-Present

Pro Bono Student

DYLES Consent Project

2024-Present

VP External

Dalhousie Family Law Society

2024-Present

VP Student Outreach

Dalhousie Criminal Law Student Association, Criminal Justice Coalition

2024-2025

Volunteer

National Criminal Law Program Conference

2024

Volunteer

National Family Law Program Conference

2024

1L Representative

Dalhousie Criminal Law Student Association, Criminal Justice Coalition

2023-2024

General Member

Dalhousie Feminist Legal Association

2023-2024

Executive Committee Member

Dance Marathon, Children's Miracle Network

2013-2015

Volunteer

CIBC Run for the Cure

2015

INTERESTS

- Cooking – specialties include chicken and various pasta dishes.
- Criminal Law – sat in on court proceedings after having family provide victim impact statements.
- Movies/Documentaries/Podcasts – particular interest in true crime.