

Amanda Yao

Markham, Ontario | For contact details, please refer to CPLED resume bank

ARTICLING CANDIDATE

Internationally trained lawyer, licensed in New York and pursuing requalification in Canada. Brings seven years of experience advising multinational technology companies from a cross-jurisdictional perspective, with a focus on purchase and service contracts, regulatory compliance of social media platforms, and intellectual property portfolio management, including trademarks and patents. Currently serving as a law clerk with a law firm specializing in private lending and mortgage law.

EDUCATION AND QUALIFICATIONS

Certificate of Qualifications (CQ), Federation of Law Societies of Canada	2024
Admission to practice, New York	2024
Legal Professional Qualification Certificate, Ministry of Justice of the PRC	2019
Bachelor of Laws (LL.B.), The Chinese University of Hong Kong	2018

LEGAL WORK EXPERIENCE

Wu Law Professional Corporation, Markham	Jul 2024 - Present
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Respected law firm specializing in private lending and mortgage law, serving the local community with a focus on both commercial and residential real estate owners.

Law Clerk

Drafting security documents for private mortgage transactions, including loan and indemnity agreements, statutory forms, and closing packages, and coordinating with clients

- Draft and review legal documents for private mortgage transactions
- Prepare security documents and reporting packages
- Examine and verify supporting documentation for transaction closings
- Liaise directly with clients and banks to facilitate closings

ByteDance Group, Beijing, China	Jun 2022 – Jun 2024
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Global technology company specializing in content platforms and digital innovation, best known as the parent company of TikTok, with a diverse portfolio of apps and services

Product Legal Counsel

Reporting directly to Global Product Legal Lead, managed day-to-day legal matters supporting the development and operation of social media and music applications

- Managed end-to-end legal review processes, clearly identifying and communicating risks across privacy, copyright, and jurisdiction-specific regulations

- Advised product teams on regulatory considerations and legal risks to support business expansion into new markets and the implementation of strategies
- Supported new product launches and platform upgrades by addressing legal risks in data privacy and compliance, ensuring smooth transitions for users across services
- Enhanced cross-functional collaboration by providing one-stop legal solutions and increasing visibility of legal issues for internal stakeholders, such as public relations team

GDC Technology Group, Hong Kong

Leading global provider of digital cinema solutions, specializing in DCI compliant media servers, integrated theatre management systems and content distribution technologies

Deputy Legal Manager

Sep 2021 – May 2022

Reporting directly to Chief Financial Officer, oversaw prospective listing application and managed day-to-day legal duties

- Executed legal and comprehensive due diligence by drafting responses, compiling supporting documentation, and coordinating remedial actions to secure legal opinions
- Negotiated and finalized share purchase agreements, directors' and shareholders' resolutions, and share transfer instruments in line with reorganization requirements
- Prepared and reviewed engagement and service agreements to appoint professional advisors, ensuring compliance with corporate governance and regulatory standards
- Drafted, revised, and translated commercial agreements, including sale and purchase, supply, development, service, and licensing contracts, supporting business operations
- Managed intellectual property portfolios by overseeing applications, prosecutions, registrations, and maintenance of trademarks and patents in multiple jurisdictions

Legal Assistant

Nov 2017 – Apr 2021

Reporting directly to Chief Financial Officer and Supervising General Counsel, provided support on day-to-day legal matters

- Coordinated and executed financing and refinancing arrangements, including creation, refinancing, and release of security across jurisdictions
- Drafted, revised, and translated commercial and legal documents supporting cross-border business operations in multiple jurisdictions
- Drafted, revised, and translated legal documents to support global business operations
- Managed and supported intellectual property portfolios, and collaborated with external counsel on litigation and non-litigation matters
- Handled ad hoc company secretarial tasks across jurisdictions, ensuring compliance with corporate governance and regulatory requirements

ACTIVITIES AND INTERESTS

Subtitle Translator, China

Sep 2015 – Jun 2022

Language Learning: English, French, Cantonese