

# HAJAR BAAZIZ

Calgary, Alberta

Internationally trained law graduate with Master's in Civil Law from France and NCA Certificate of Qualification. Experience in civil procedure, with practical training in legal research (LexisNexis), legal writing and drafting, professional ethics, client relationship management, and duties of a lawyer under the Code of Conduct. Detail-oriented and client-focused, with strong communication skill and ability to adapt quickly to new legal environments. Fluent in English, French and Arabic and conversational in Spanish.

## EDUCATION

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<b>Practice Readiness Education Program (Accelerated PREP), CPLED</b>	Sep. 2025 to Dec. 2025
• Completed Capstone and awaiting results, expected in Feb. 2026.	
<b>NCA Certificate of Qualification (CQ), Federation of Law Societies of Canada</b>	Jul. 2025
<b>Canadian Law Equivalency Program, Peter A. Allard School of Law (Vancouver)</b>	2024
<b>Master in Procedural Law, University Paris 8, France</b>	2020
<b>Master in Justice, Trial and Procedure, University Bordeaux, France</b>	2019
<b>Master in General Private Law, University Bordeaux, France</b>	2018
<b>LLB in Business Law, University Bordeaux, France</b>	2017

## EXPERIENCE

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<b>Sales Associate &amp; Barista, Black Sheep (Bakery), Calgary</b>	May – Aug. 2025
• Assisted customers, identified needs, and recommended products in a fast-paced environment.	
• Handled payment transactions, maintained inventory, and followed internal procedures and health and safety standards.	
<b>Bilingual Customer Service, Neo Financial (Online Bank), Calgary</b>	Sep. 2023 – May 2024
• Conducted client intake, learned about service needs and provided clear explanations of financial products, policies, and procedures to clients in English and French.	
• Managed customer complaints, applying problem-solving and judgment to achieve timely and compliant resolutions.	
• Documented client interactions accurately and performed follow-ups to ensure service delivery, issue resolution and client satisfaction.	
• Worked in accordance with internal compliance standards, confidentiality obligations, and consumer protection requirements.	
<b>Host &amp; Waitress, Cassis Bistro (Restaurant), Calgary</b>	Nov 2022 – Dec 2023
• Managed guest reservations, greeting and seating, order taking and table service while delivering a professional and courteous customer experience.	
• Resolved client issues calmly and worked closely with team in a high-pressure environment to deal with concerns or disputes about seating, service and food quality.	

**Administrative Legal Assistant**, Aquitanis (Public Housing Authority), Bordeaux Mar. – May 2021

- Reached out to tenants regarding payment delays, using active listening to assess financial situations and identify insolvency risks, and explaining legal and administrative options.
- Negotiated repayment plans and instalment arrangements with tenants, balancing their financial capacity with debt recovery objectives, including cases involving enforceable court decisions.
- Drafted formal notices and payment orders in support of debt recovery objectives and litigation processes.

**Debt Recovery Advisor**, SCP Cambron (Bailiff Office), Bordeaux Sep. – Oct. 2020

- Negotiated payment plans with debtors while ensuring compliance with legal procedures.
- Drafted and issued formal notices and prepared payment orders for enforcement.

**Enforcement Procedure Intern**, SELARL Alexandre Sanson (Bailiff Office), Bordeaux Jun. – Jul. 2019

- Ensured proper delivery of official legal documents such as payment demands, summons, and court notices and explained the nature and legal implications of documents to recipients.
- Documented enforcement steps, prepared procedural notes, and maintained follow-up records for active files in seizure and attachment proceedings.

**Corporate/Civil Litigation Intern**, SELARL Pluriconseils Me Gautier-Olaya (Firm), Bordeaux Jul. – Aug. 2017

- Received a civil liability file (tort), conducted legal research on legislation and case law, summarized findings to support litigation strategy, and drafted summons and pleadings.
- Prepared and processed documentation for share transfers and corporate bylaws, ensuring compliance with corporate and fiscal registration requirements.
- Created first drafts of internal company regulations using precedent templates, proofread and adapted to client context, and submitted annotated drafts for supervising lawyer review.

## **VOLUNTEERING**

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**Volunteer**, Legal Clinic, University Paris 8, France Sep. 2019 – Apr. 2020

- Conducted intake interviews with clients, using active listening and structured note-taking to understand legal issues and gather necessary documentation from the client.
- Communicated legal guidance in a clear and accessible manner, while maintaining professionalism and confidentiality
- Researched legislation and case law to support client matters, and prepared draft letters of opinion summarizing legal findings and recommendations, which were reviewed and approved by supervising faculty before being sent to clients.

## **INTERESTS**

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**Baking:** Enjoy experimenting with pastries, including Paris-Brest, Lemon Meringue Pie, Fraisier, and Black Forrest cake. Family especially enjoys my Lemon Meringue Pie, reflecting my creativity, precision, and love for sharing my creations.

**Tennis:** Played competitively for 6 years and continue casually.

**Reading:** Avid reader of French literature, particularly 19th-century novels. *The Count of Monte Cristo* had a strong impact on me due to its themes of justice, revenge, and moral reflection.