

EMMA YEUNG

[LinkedIn Profile](#)

Summary

Articling Student Opportunity | NCA Qualified | 9 Months AB Legal Experience

NCA-qualified law graduate with an LLB from Hong Kong and nearly one year of hands-on Canadian experience managing complete real estate file lifecycles, with additional experience in Wills & Estates and compliance work. Multilingual (English, Cantonese, Mandarin) and proficient with key conveyancing platforms. Seeking an articling position that provides meaningful client interaction and exposure to procedural work.

Skills

- Adaptability
- Attention to detail
- Legal research and writing
- Legal document preparation
- Case management
- Client communication
- Multilingual communication: English, Cantonese and Mandarin
- Software proficiency: SPIN2, Unity, FCT, Chicago Title, Steward Title, WorldCheck, Sage 100

Experience

09/2024 - 06/2025 **Legal Assistant**
Borhot Law
Calgary, AB

- Managed real estate files from intake to closing, specializing in purchase transactions, including complex new construction condominiums and residential refinancing; gained exposure to commercial refinancing and sale transactions.
- Prepared and finalized critical closing documentation, ensuring high accuracy in Mortgage documents, Transfer of Land documents, Statements of Adjustments, and Estimated Cash Summaries.
- Leveraged specialized Canadian legal conveyancing software: SPIN2, Unity, FCT, Chicago Title, Stewart Title, etc.
- Served as the primary point of contact for clients, opposing counsel, realtors, and institutional lenders, ensuring timely exchange of information and funding status.
- Provided support to the Estates practice by assisting with the occasional preparation of Wills, GA8, Enduring Powers of Attorney, and Personal Directives.
- Contributed to a special project requiring screening of over 70 PPR search results and drafting more than 100 No Interest Letters to secured creditors.

06/2023 - 04/2024 **Data Entry Clerk → Billing Administrator**
Checker Cabs
Calgary, Alberta

- Managed high-volume data processing (750+ entries/day) and progressed to overseeing billing cycles for ~100 client accounts.
- Implemented quality-control checks, resolving 8+ non-compliant transactions daily through chargeback procedures.
- Ensured accuracy for 1,000+ daily entries using specialized accounting software and maintained detailed financial records.

- 02/2022 - 08/2022
City University of Hong Kong
Hong Kong
Technical Assistant (Part-time) → Research Assistant (Part-time; Project-based)
 - Conducted preliminary editing and citation verification for a 16-chapter academic publication.
 - Communicated with different parties to settle administrative issues, to ensure a smooth process for the publication.
 - Drafted policy recommendation letter, questionnaire survey, and correspondence.
 - Translated lecture materials with medical/philosophical terms from Simplified Chinese to English.
 - Conducted literature search.
- 07/2021 - 09/2021
Noah Holdings (Hong Kong) Limited
Hong Kong
Compliance Intern (Part-time)
 - Executed over 30 daily Anti-Money Laundering (AML) screening reviews using World Check hits records.
 - Managed and maintained confidential documents in compliance with internal procedures.
 - Prepared staff training materials on internal compliance procedures.
- 07/2020 - 08/2020
Ford, Kwan & Company
Hong Kong
Summer Intern
 - Drafted preliminary legal documents, including tenancy agreements and Wills.
 - Conducted legal research and supported administrative and clerical functions.
- 07/2018 - 08/2018
P.C. Woo & Co
Hong Kong
Junior Clerk (Temporary)
 - Drafted correspondence and legal documents as directed.
 - Managed internal billing and time sheet preparation.

Education and Training

- 01/2026
Canada
Certificate of Qualification
National Committee On Accreditation (NCA)
 - Successful completion of NCA exams: Canadian Criminal Law, Canadian Administrative Law, Canadian Constitutional Law, Foundations of Canadian Law, and Canadian Professional Responsibility (August 2025 to November 2025)
 - Successful completion of CPLED Legal Research & Writing – Score: 88% (October 2025)
- 06/2022
Hong Kong
Bachelor of Laws
City University of Hong Kong
 - Second Upper Class Honours
 - Minor in Public Policy

Languages

English: Full Professional

Mandarin: Full Professional

Cantonese: Native

Certifications & Licenses

CELPPIP (General) Average Score 12.0 / 12.0 – January 2025

IELTS (Academic) Overall Band Score 8.0 / 9.0 – August 2021