

# 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

CELP (General) Average Score 12.0 / 12.0 – January 2025  
 IELTS (Academic) Overall Band Score 8.0 / 9.0 – August 2021