

## Professional Experience

Office Manager – Spelliscy Law Office – Calgary, AB

March 2021 – Present (Office Manager)

Oct 2017 – Sept 2019 (Legal Assistant)

- ♦ Drafting and review of purchase, sale and mortgage documentation for Real Estate
- ♦ General office management, including assisting other support staff when needed
- ♦ Establishing client and vendor files and file management
- ♦ Balancing and processing payable and receivable accounts
- ♦ Preparing bank deposits and reconciling various General and Trust bank accounts
- ♦ Ordering and tracking office supplies
- ♦ Monitoring and meeting extremely time sensitive deadlines in Real Estate
- ♦ Scheduling and organizing various meetings and appointments and preparing meeting materials
- ♦ Inputting and verifying data into various databases
- ♦ Coordinating with the Lawyers in our office as well as other Law firms, lenders and clients daily

Associated Trust Officer – Computershare Trust Company of Canada – Calgary, AB

October 2019 – March 2021

- ♦ Support for assigned client accounts, including collaboration with internal and external contacts
- ♦ Administer portfolio of accounts and opening and terminating files when business is finished
- ♦ Coordinating the accurate delivery of notices, certificates, escrow releases, warrant exercise, debenture conversion, diaries and covenants as required
- ♦ Assisting Corporate Trust Officers in connection with all closings
- ♦ Ensuring the accurate billing of my time and fees
- ♦ Maintaining strict confidentiality with non-public corporate information

*Realtor* – CIR Realty – Calgary AB

June 2016 – Sept 2019

- ♦ Setting and managing appointments with clients
- ♦ Assisting clients with property sales and purchases
- ♦ Preparing and interpreting legal documents including listing and sales contracts
- ♦ Providing legal, economic and market advice
- ♦ Ensuing timely delivery of contracts and other legal documentation
- ♦ Coordinating property closings and overseeing document signing
- ♦ Liaise with other various professionals in the Real Estate industry

*Co-Business Owner* – Outline Creations – Calgary AB/Winnipeg MB

Sept 2010 – Sept 2017

- ♦ Research and present to clients the value renovations would add to value of their home
- ♦ General clerical and administrative support
- ♦ AR/AP, payroll and banking
- ♦ Submitting and record keeping of quotes and invoices as well as client file management
- ♦ Sourcing of supplies and materials and comparing sub-contractor bids
- ♦ Data processing, entry and analysis
- ♦ Managing incoming and outgoing communications to clients and trades
- ♦ Quality control inspections on job sites
- ♦ Scheduling and organizing various meetings and appointments

*Team Lead Merchandiser – Pareto ♦ Winnipeg MB*

March 2011 – Aug 2012

- ♦ Setting up appointments with store managers and maintaining good working relationships
- ♦ Constructing merchandise displays using planograms and verifying compliance

*Brand Ambassador – Instore Focus ♦ Calgary AB*

June 2009 - Aug 2010

- ♦ Setting up and taking down tables and creative displays
- ♦ Taking inventory of products and promotion of new products
- ♦ Engaging customers in a high paced environment and closing sales

**Education**

Effective Wills and Estates Administration – Legal Education Society of Alberta ♦ May 2019

PCLaw Software, Beyond Basics – Legal Education Society of Alberta ♦ 2018

Alberta Real Estate Associate Program (RECA) ♦ 2016

Cochrane High School, Calgary AB ♦ 2010

**Skills**

- ♦ Managing a team of professionals
- ♦ Able to work in a team setting as well as independently
- ♦ Advanced computer software abilities
- ♦ Multi-tasking and prioritizing skills developed in previous experiences
- ♦ Reliable, adaptable, eager to learn, efficient and hard working

**Programs/Software I have Extensive Experience With**

- ♦ Microsoft Office and Google Suite
- ♦ Adobe Acrobat and Reader
- ♦ Account Edge (Accounting Software)
- ♦ PCLaw (Legal Accounting Software)
- ♦ Lawyer Done Deal (Conveyancing Software)
- ♦ DropBox
- ♦ Windows 10 & 11
- ♦ Mac OSX