

## Legal Profile

**Results-driven professional with strong aptitude for delivering remarkable administrative/managerial support to streamline day-to-day legal operations, coupled with track record of success in coordinating real estate processes and providing comprehensive legal support.**

Talent for leveraging legal acumen to navigate intricate real estate cases, facilitate property transactions, and manage complex legal challenges. Proven expertise in conducting meticulous research, drafting precise legal documents, and delivering exceptional customer service. Adept at prioritizing activities and managing workloads to attain challenging deadlines. Passionate about continuous learning and currently engaged in acquiring proficiency in computer programming. Equipped with advanced practical knowledge of MS Office suite, HTML, CSS, and JavaScript. Possess strong organizational, problem-solving, time management, and attention to detail skills. Fluent in both English and Croatian languages.

## Areas of Expertise

- Legal Assistance & Support
- Reporting & Documentation
- Legal Documents Drafting
- In-depth Legal Research
- Client Service & Assistance
- Real Estate Coordination
- Contract Law/Land Law/Family Law
- Issue Identification & Resolution
- Collaborative Team Player
- Strategic Planning & Execution
- Systems Thinking & Process Optimization
- Unity, FCT, LLC, Bluebeam
- OpenText Content Server (Livelink)
- HTML, CSS, JavaScript, React, Figma

## Professional Experience

### Borhot Law – Calgary, Canada

July 2025 – Present

#### Paralegal

As a Paralegal at Borhot Law, I support real estate and estate matters, including property transactions and estate administration.

- Manage an average of 30+ purchase, sale, and refinance transactions monthly from initiation to close, including the capacity to handle five or more closings in a single day.
- Draft, review, and finalize documentation for residential and commercial real estate purchases, sales, and mortgage transactions.
- Prepare and process mortgage and financing documents for a wide range of lenders, ensuring compliance with lender and regulatory requirements.
- Conduct thorough due diligence, including Personal Property Registry (PPR) searches and title searches, to review encumbrances and ensure the accuracy of property registrations.
- Coordinate effectively with clients, financial institutions, and other law firms to facilitate the smooth closing of transactions.
- Draft and process estate planning documents (Wills, Personal Directives, and Enduring Powers of Attorney) and applications for Grants of Probate and Grants of Administration.

**The Calgary Legal Team – Calgary, Canada**  
**Paralegal**

**May 2024 – March 2025**

Working as a Paralegal at The Calgary Legal Team, I supported lawyers by drafting documents, preparing for hearings, managing real estate transactions, attending court, and ensuring efficient case and administrative management.

- Managed aspects of corporate maintenance, including conducting corporate searches, maintaining digital and physical minute books, and filing annual returns with government registries.
- Drafted and reviewed a range of legal documents, including corporate disclosures and annual returns, while maintaining strict client confidentiality.
- Managed real estate transactions from purchase to sale, ensuring regulatory compliance and ordering necessary title searches and tax certificates.
- Prepared for taxation and court hearings by assembling comprehensive taxation packages and conducting thorough legal research.
- Summarized complex cases and collaborated with legal teams to support effective case management strategies.
- Attended Court of King's Bench hearings, assisting lawyers with note-taking and documentation.
- Organized case files, prepared court materials, and drafted and filed motions and affidavits of service, which deepened understanding of litigation procedures.

**The City of Calgary, Planning & Development Services – Calgary, Canada**  
**Information Management Specialist**

**September 2023 – November 2023**

As a proactive Information Management Specialist I excelled in efficiently managing records within the storage station. I orchestrated the meticulous processing of daily file orders, executed file deliveries seamlessly, and consistently met my daily deadlines, all while showcasing unwavering attention to detail.

- Processed up to 50 daily file orders, consistently ensuring smooth document management by actively sorting, signing out, and returning files using Content Server. Replicated tasks for physical files to maintain consistency and organization across both digital and physical document systems.
- Oversaw records to and from Iron Mountain, including file refiles and searches for missing records.
- Consistently maintained tracking statistics for records and customer interactions, providing valuable operational insights.

**The City of Osijek, Property Management & Legal Relations – Osijek, Croatia**  
**Senior Real Estate & Contracts Specialist**

**June 2019 – January 2022**

Facilitated dissolution of joint ownership and conducted land subdivision for municipality and external parties in three distinct cases. Granted and revoked building leases on municipal plots in two cases by leveraging expertise in property management. Conducted thorough historical research on legal transformations affecting city plots and ensured accurate documentation submission to land registry and cadastral court for registration on a weekly basis. Drafted a diverse range of precise legal documents, including decisions, propositions, contracts, and appeals.

- Resolved 273 cases in a single year and demonstrated exceptional prowess in tackling intricate and difficult challenges.
- Played a key role in leasing and selling of municipal real estate; oversaw seven cases with attention to detail and legal precision.
- Granted easement rights to utility providers in five instances; ensured efficient utility access while upholding legal standards.
- Demonstrated legal acumen in confirming citizens as legitimate owners of municipal real estate in three cases.
- Spearheaded and completed five renovation projects for prominent cultural buildings within the city.

**Veeva Systems – Frankfurt, Germany**  
**Data Curator & Quality Control Curator**

**October 2018 – July 2019**

Gathered data from diverse online sources for commercial purposes while adhering to intellectual property rights regulations. Determined legal usage of acquired data by conducting in-depth research on licenses, trademark rights, domains, sub-domains, and Creative Commons licenses. Evaluated accuracy and suitability of compiled data by collaborating with a team of quality control curators. Prepared daily, weekly, and monthly statistical reports, detailing quantity of processed files and pinpointing any identified errors.

- Achieved rapid promotion to role of Quality Curator within span of two months; directed team of fellow quality curators.
- Offered guidance and constructive feedback to data curators concerning errors and content quality improvement.
- Ensured accuracy, completeness, and relevance of data presented to clients through rigorous quality control examinations.
- Leveraged Microsoft Word and Excel for streamlined data management, reporting, and documentation tasks.

**The City of Osijek, Property Management & Legal Relations – Osijek, Croatia**  
**Real Estate Coordinator**

**October 2017 – October 2018**

Delivered best-in-class services to customers by acting as representative; resolved inquiries and provided support to applicants throughout the process. Ensured prompt submission of required documents and addressed concerns by maintaining consistent communication with applicants. Created statistical reports showcasing applicant demographics, family composition, education, income, and employment track record.

- Oversaw a total of 198 applications, with average of three family members per application; demonstrated effective communication skills through daily interaction with applicants and efficiently coordinated essential documentation for a total of 594 members.
- Managed 14 appeals from applicants with denied applications by demonstrating effective expertise in policy interpretation; provided a strong foundation for appeals by crafting legal documents outlining relevant laws, contextual analysis, and final decisions.
- Analyzed applications, created insightful statistical reports, and proposed enhancements for the Affordable Housing program; improved housing accessibility for underserved individuals and families, aiming to uplift living conditions for citizens in need across future cases.

## **Education**

**Front-End Engineer**

Codecademy – Online, New York, USA, Graduated: 2025

**Master of Laws (LLM) and Bachelor of Laws (LLB)**

Faculty of Law at J.J. Strossmayer University of Osijek – Croatia, Graduated: 2017

- Credential evaluated by World Education Services (WES), Canada – Equivalent to Canadian Bachelor's and Master's degrees