

# KEE-FUNG ANTHONY HO

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[ANTHONYKFHO.COM](http://ANTHONYKFHO.COM) • [GITHUB.COM/SONNTO](https://GITHUB.COM/SONNTO) • [LINKEDIN.COM/IN/ANTHONYKFHO](https://LINKEDIN.COM/IN/ANTHONYKFHO)

## POLITICAL SCIENTIST, LEGAL PROFESSIONAL, WEB DEVELOPER

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- **Legal Expertise:** Over 4 years of professional experience in legal research, case management, and client counsel in various legal domains, including litigation and defence; and strong understanding of various legal acts and regulations, such as the *Residential Tenancies Act*, *Criminal Code of Canada*, and *Provincial Offences Act*.
- **Research Abilities:** Proficient in conducting legal research, skip tracing, and corporate profile searches.  
**Data Analytics:** Proficient in utilizing tools such as MyCase, MS Excel, SPSS, and other data analysis software to collect, analyze, and present legal data for strategic decision-making and preparing comprehensive briefings and documentation for hearings and negotiations.
- **Communication:** Exceptional communication and collaboration skills demonstrated through extensive work with cross-functional teams, industry-leading clients, and stakeholders.
- **Stakeholder Management:** Effective in collaborating with industry-leading clients and stakeholders in the legal sector and diverse teams, including military, law enforcement, human rights activists, and media.
- **Intelligence Analysis:** Skilled in intelligence analysis, OSINT gathering, and counter-disinformation efforts, collaborating with diverse teams.
- **Report Production:** Proficient in producing intelligence reports and articles on complex topics, including international relations, national security, and foreign policy.
- **Full-Stack Development:** Competent in web development technologies, including HTML, CSS, JavaScript, and web development frameworks; and proficiency in database management, including SQL and NoSQL databases.

## RELEVANT WORK EXPERIENCE

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### Litigation Paralegal

Apr 2021 - Aug 2022

### ZARNETT LAW PROFESSIONAL CORPORATION

Toronto, ON

- Collaborate with industry-leading clients and stakeholders in the residential real estate sector;
- Counsel over ten clients daily on their legal matters and responsibilities to tenants under the *Residential Tenancies Act*;
- Analyze case law, video evidence, witness statements, and other forms of disclosure to prepare for hearings on multiple files;
- Advocate on behalf of clients on a handful of hearings to negotiate favourable settlements with tenants/opposing counsel during mediation and hearings;

### Defence Paralegal

Mar 2020 - Jan 2021

### X-COPPER PROFESSIONAL CORPORATION

Markham, ON

- Carriage of criminal and quasi-criminal matters;
- Examine and analyze case law, video evidence, witness statements, and other forms of disclosure;
- Apply comprehensive knowledge of the *Provincial Offences Act*, *Highway Traffic Act*, *Compulsory Automobile Insurance Act*, *Criminal Code of Canada*, *Charter of Rights and Freedoms*; and familiarity with other relevant federal and provincial statutes, regulations, and municipal by-laws applicable to provincial and municipal offences;

**Litigation Paralegal,  
Law Clerk**  
*Jan 2019 - Mar 2020*

**HILBING BARRISTERS AND SOLICITORS**

**Vaughan, ON**

- Carriage of eviction, rent collection, debt collection, negligence, and breach of contract matters;
- Apply knowledge of the *Residential Tenancies Act*, *Family Law Act*, *Social Justice Tribunals Ontario Common Rules*, *Landlord and Tenant Board Rules of Procedure*, *Rules of the Small Claims Court*, *Rules of Civil Procedure*, and *Family Law Rules*;
- Conduct legal research, skip tracing, corporate profile searches, and registered land title searches;
- Draft demand letters, plaintiff's claims, defendant's claims, tribunal forms, and other legal documents;

**Law Clerk**  
*Aug 2018 - Sep 2018*

**ROBERT HALF**

**Toronto, ON**

- Performed duties at Hilbing Barristers and Solicitors, located in Vaughan, Ontario, Canada;
- Support senior and junior counsel with clients, arranging trials, assembling documents, briefs, preparing for trial;
- Conduct legal research;
- Provide professional correspondence with the courts, clients, agents, colleagues, and opposing counsel;

**Paralegal Intern  
Student**  
*May 2018*

**T. EDMUND CHAN**

**Markham, ON**

- Support senior counsel in client meetings and theory of case;
- Examine and analyze disclosure, witness statements, and case law; and
- Observe criminal court procedures under senior counsel in his capacity as defence counsel and duty counsel; and
- Strengthen knowledge of quasi-criminal court procedures with two senior paralegals in their respective capacities as defence and Crown prosecutor;

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**RELEVANT VOLUNTEER EXPERIENCE**

**Intelligence Analyst,  
Staff Writer, Volunteer**  
*Mar 2021 - Dec 2022*

**STRIKE SOURCE**

**Columbus, OH**

- Spearhead OSINT gathering, analysis, synthesis, and dissemination;
- Produce intelligence reports and articles to counter disinformation;
- Specialize in synthesis and dissemination of intelligence on Greater China relations, national security, international relations, foreign policy, and cybersecurity; and
- Collaborate with current and former members of the military, the intelligence community, law enforcement, human rights activists, and media professionals on various projects and priorities;

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**OTHER WORK EXPERIENCE**

**Freelance Developer**  
*Jun 2023 - Present*

**ANTHONYKFHO**

**Toronto, ON**

- Engage with diverse clientele ranging from B2B enterprises to B2C businesses, delivering tailored solutions that meet specific digital needs;
- Leverage **WordPress CMS**, **Elementor** to design, develop, maintain dynamic, visually appealing products;
- Implement SEO best practices to enhance search engine visibility;
- Collaborate with UX/UI designers, marketing specialists, key stakeholders, executive leadership to ensure high-quality deliverables at various development stages;

**Research Assistant**  
*May 2016 - Jan 2017*

**UNIVERSITY OF TORONTO**

**Toronto, ON**

- Manage a high volume of assignments from research director;
- Spearhead primary data collection, analysis, and organization;
- Mentor new research assistants;
- Apply comprehensive transcription knowledge via the use of Cantonese, Traditional Chinese, and Jyutping romanization;

## EDUCATION

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**Ontario College**  
**Graduate Certificate**  
*Sep 2022 - Aug 2023*

**HUMBER COLLEGE**

**Toronto, ON**

- Major: **Web Development**;
- Awarded: Dean's List 2023;

**Ontario College**  
**Diploma**  
*May 2017 - Jun 2018*

**SENECA COLLEGE**

**Toronto, ON**

- Major: **Paralegal**;
- Obtained ***Alternative Dispute Resolution Certificate***;

**Honours Bachelor of**  
**Arts (Soc. Sci.)**  
*Sep 2012 - Apr 2016*

**UNIVERSITY OF TORONTO**

**Toronto, ON**

- Major: **Political Science, History**;

## TECHNICAL SKILLS

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**HTML • CSS • JavaScript • React.js • Redux.js • Next.js • Node.js • Express.js • Tailwind CSS • PHP • Laravel • jQuery • MySQL • SQL • Firebase • MongoDB • ASP.NET • C# • Git • GitHub • macOS • WindowsOS • Cura 3D Printing • MyCase • Arbitrator 360° • HTAPro • DivorceMate**