

KEE-FUNG ANTHONY HO

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EXPERIENCES

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;
- Request disclosure and other required documents from the prosecutors' offices;
- Examine and analyze case law, video evidence, witness statements, and other forms of disclosure;
- Conduct legal research;
- 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;
- Counsel individuals with respect to their legal rights and charges;
- Provide professional correspondence with the prosecutors' offices, courts, clients, agents, colleagues;

Litigation Paralegal

Jan 2019 - Mar 2020

HILBING BARRISTERS AND SOLICITORS

Vaughan, ON

Law Clerk

Jan 2019 - Mar 2020

- 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;
- Provide professional correspondence with the courts, clients, agents, colleagues, and opposing counsel;
- Assist senior and junior counsel with clients, arranging discoveries, settlement conferences, trials, assembling documents, facts, briefs, preparing for trial, and the drafting of wills and powers of attorney;
- Provide Notary Public services;

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, Mr. James Little and Mr. Mark Tam, in their respective capacities as defence and Crown prosecutor;

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

Ontario College
Graduate Certificate
Sep 2022 - Aug 2023

HUMBER COLLEGE

Toronto, ON

- Major: Web Development;
- Build responsive mobile-first personal websites with HTML, CSS, PHP along with a CMS using Laravel;
- Create JavaScript text-adventure game adhering to object-oriented programming principles;
- Create functional full-stack web apps with C#, ASP.NET;
- Experience coding projects with other languages, frameworks, tools such as MongoDB, Express.js, React.js, Node.js, PHP, jQuery, MySQL;

Ontario College
Diploma
May 2017 - Jun 2018

SENECA COLLEGE

Toronto, ON

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

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

UNIVERSITY OF TORONTO

Toronto, ON

- Major: Political Science, History;

SKILLS

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 • UX • UI