

Chungon Tse

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Recent graduate in paralegal studies with experience conducting legal research and preparing legal documents. Seeking to bring work experiences and academic training into the legal field. An organized, dedicated worker looking to work closely with professionals.

EDUCATION

Diploma in Programming, Seneca College 2021

Graduate Certificate Paralegal Program, Centennial College 2019

- Completed P1 exam and license pending

Enhanced Language Training, Toronto District School Board 2018

- Focus on customer service and office administration

Master of Arts in English-Chinese Translation, Chinese University of Hong Kong 2015

Bachelor of Arts in English Studies and German, University of Hong Kong 2010

WORK EXPERIENCES

Placement Student, Suite Excel Collections Canada Inc., Toronto 2019

- Focus on Small Claims and Landlord and Tenant Board applications
- Work experience with licensed colleagues, Small Claims Court, and LTB
- Assisted paralegal with the legal research using knowledge of Residential Tenancies Act
- Prepared legal documents for hearings
- Maintained database and files, answered phones, received messages, and performed other office administrative tasks
- Experience with software for debt collection and property management database including Yardi

Administrative Assistant, Lowell Academy, Toronto 2018

- Work placement as part of Enhanced Language Training
- Focus on high school education, administrative support and drafting of publicity materials

English-Chinese Translator, Hong Kong Government 2012-17

- Translated budget estimates, audit reports, policy papers, court judgments, witness statements, identity documents, etc., in English and Chinese

ADDITIONAL SKILLS

- Experience with PCLaw, Microsoft Office Suite, Lotus Notes
- Professional proficiency in English, Cantonese, Mandarin, Intermediate German and French
- Typing speed: 70 WPM

References Available Upon Request and Immediately Available