

Hanseon Kim

Alliston, ON L9R 1B2

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+1 647 700 5397

Work Experience

Licensed Insurance Advisor

Aviva Agency Services - Markham, ON

June 2021 to Present

- Advised clients on personal and commercial automobile and property insurance needs
- Handled service calls to ensure the maximum level of service for clients
- Always treats clients with courtesy and respect
- Determined client needs to understand coverage goals and provide customized solutions
- Developed a complete understanding of client needs and delivered solution, advice, and recommendations accordingly
- Build rapport with new client and strengthen existing relationships, in order to establish a thriving network,
- worked on service force database and sales software such as PROV, VENT, Guidewire, PCS
- Review and understand MVR, Autoplus to provide accurate rating
- Received Ontario All Star in Aviva Agency Services for great services (Lowest ACW, Highest closing ratio and sales, highest adherence)

Insurance Defence Paralegal

Bell Temple LLP - Toronto, ON

November 2019 to Present

- Draft and review outgoing correspondence and legal documents
- Manage and maintain paper and electronic files and update legal information in electronic database
- Notify appropriate parties regarding incoming correspondence and distribute memos to corresponding internal parties.
- Establish and diarize deadlines and priorities and manage daily litigation practice of a Partner, supervising their practice and ensuring deadlines are met
- Coordinating with process servers and court offices
- Scheduling examination for discovery, examinations under oath, mediation, meetings, and various hearings at Court

Insurance Defence Paralegal

Schultz Frost LLP - Toronto, ON

July 2019 to November 2019

- Conducted legal research, analysis, and drafted legal documents for AB claims and Tort using ACL
- Organized email correspondences, file materials, legal documents using PrimaFact

- Communicated with clients via email and updated them on the status of their case
- Prepared Affidavits and maintained document files and case correspondence
- Recorded billable times for lawyers using GhostPractice
- Drafted, prepared, served, and/or filed legal documents, such as Response, Notice of Motion, Notice of Withdrawal, Affidavit of Service, Case Conference Summary, etc.

Licensed Paralegal

LEE Law - Toronto, ON

December 2018 to July 2019

Assisted lawyers by drafting legal documents for civil litigation matters such as Plaintiff's Claim, Defendant's Claim and other Small Claims documents
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- Scheduled and interviewed new clients
- Assisted lawyers by managing confidential client documents required for trials
- Managed all incoming faxes and phone inquiries in the office
- Assisted lawyers in Landlord and Tenant matter by drafting Landlord and Tenant Board forms
- Served Court forms to other parties under lawyer's direction

Law Clerk

CSP Law Group - Toronto, ON

May 2018 to October 2018

- Opened new files using Conveyancer
- Handled correspondences with clients, lawyers, and external contacts in accordance with the firm's guidance
- Answered all phone inquiries
- Managed all faxes and other administrative duties such as photocopying, scanning, faxing
- Prepared and responded to letters of requisitions
- Assisted in preparing final report in accordance with the firm's guidance

Paralegal Candidate

Barapp Law - Toronto, ON

March 2018 to May 2018

- Assisted head paralegal by drafting Insurance Claim forms and undertakings
- Managed administrative duties such as photocopying, scanning, faxing
- Reviewed and updated client files and correspondence on Time Matters and PrimaFacts

Retail Store Manager

Indigo Kids - Seoul, KR

March 2015 to February 2016

Korea

- Completed store operational requirements by scheduling and assigning

employees

- Maintained store staff by recruiting, selecting, orienting, and training

employees

- Maintained the stability and reputation of the store by complying with legal requirements

- Contributed to team effort by accomplishing related results as needed

- Maintaining merchandise by unloading and stocking

Education

Licensed Paralegal

Humber College

2016 to 2018

Skills

- Administrative Experience
- Adobe Acrobat
- Front Desk
- Legal Drafting
- Personal Assistant Experience
- Typing
- Transcription
- insurance
- Customer Service
- Legal Research
- Microsoft Office
- Microsoft Word

Certifications and Licenses

RIBO

January 2021 to June 2021

Licensed Paralegal

January 2019 to Present

OTL

June 2021 to Present