

Pavle Rakcevic

Hello, my name is **Pavle** but you can call me **Paul**. I have graduated from the Paralegal Program at Mohawk College and have obtained my P1 License. I am looking to bring a youthful perspective and energy to any team that is willing to embrace a relatively new member of the Law Society. I am interested in Personal Injury and Labour Law, however I am open to branching out into different practices. I have experience in Motor Vehicle Litigation, both SABS and Tort.

✉ pavlerakcevic@gmail.com

📞 2898087680

📍 Hamilton, Ontario

WORK EXPERIENCE

AB/Tort Paralegal

Bartolini Berlingieri Barrafato Fortino LLP – The Law Office Of Paul Barrafato

10/2022 – 10/2023
Personal Injury Law Firm

Hamilton, Ontario

Achievements/Tasks

- Responsible for 100 Client Files, both Accident Benefit and Tort filings.
- Reviewing files and summarizing documents, including medical reports, s.44, s.25, employment records and files; identifying files ready for settlement discussions or appropriate to prepare for settlement conferences.
- Preparing LAT Applications, Case Conference Summaries and making internal LAT memos; Preparing pleadings for Tort claims, service of Tort claims, preparing AODs and Authorization and Directions.
- Scheduling a variety of events and complete corresponding tasks relating to clients such as Case Conferences, Hearings, Discoveries, Discovery Preparation.
- Preparing Accident Benefit claims forms and submitting them to the Insurer; monitoring insurer responses to claims forms and taking follow-up action as necessary.
- Requesting documentation to advance a personal injury claim, such as clinical notes and records via fax, letter or email; Communicate with adjusters and lawyers to coordinate events and facilitate the production of documents.

Contact : Karan Bansal, Sarah Coons, Omar Haidary, Katia Sher, Victoria Sher, Jacob Nichols
– Contact Information Available Upon Request

Stock Clerk

Bulk Barn

07/2021 – 09/2022
Bulk Food Retailer

Dundas, Ontario

Stock Clerk

Bulk Barn

09/2019 – 03/2020
Bulk Food Retailer

Burlington, Ontario

Tasks:

- Ensured product barrels, pails and totes were full throughout the day worked back-up or main cashier when needed, facilitated early morning stock truck deliveries of product, assisted customers with problem solving and product inquiries. comfortable doing backroom inventory, participated in full store cleanup. Lost job due to Covid-19.

Paralegal Student (Co-Op)

Deborah Hamilton Paralegal Professional Corp.

04/2018 – 07/2018
Legal Services

Hamilton, Ontario

Tasks:

- School Co-op with an additional month and a half of volunteering. Observed LTB and Small Claims proceedings, spoke in front of a Justice of the Peace to request an adjournment on a POA matter on behalf of the supervising Paralegal. Performed clerical duties, drafted court forms, maintained correspondence between clients for the paralegals

Contact : Kimberley Farrell – kimberleyfarrell@outlook.com

EDUCATION

Paralegal Diploma

Mohawk College of Applied Arts and Technology – Fennell Campus

01/2017 – 04/2019

Hamilton, Ontario

Achievements:

- Diploma obtained as of April 18th, 2019.

P1 Licensee

Law Society Of Ontario

09/2021 – Present

Toronto, Ontario

Achievements:

- P1 License obtained September 2021.
- Licensee Number: P17918.

SKILLS

Extremely Computer/Internet Proficient

Attention To Detail

Organization

Independent

Multi-Tasking

Comfortable with MS Office

Quick Learner

Teamwork

Confidentiality

Adaptability

Communication

Problem Solving

Efficient

INTERESTS

Geography

Sports

Geopolitics

History

Classic Cars

Horticulture

Video Games

Meteorology

Architecture

Cuisine

Audio Production and Engineering

LANGUAGES SPOKEN

English

● ● ● ● ●

Serbo-Croatian

● ● ○ ○ ○

German

● ● ○ ○ ○

Greek

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