# 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
- 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

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

- 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

- 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

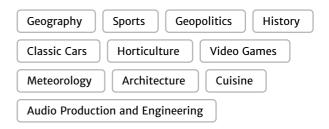
Achievements:

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

# **SKILLS**



#### **INTERESTS**



#### LANGUAGES SPOKEN

English		•	•	•	
Serbo-Croatian			0	0	0
German			0	0	0
Greek	•	0	0	0	0