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**Objective:**

To complete 140 hours of work as an intern as required for Mohawk College Paralegal Program

**Education:**

Mohawk College Paralegal Program- Dean’s Honours Student – Second year, 4th semester

**Summary of Skills:**

* Knowledge of and adherence to the *Paralegal Rules of Conduct*
* Efficient in conducting legal research
* Experienced with Microsoft Office programs
* Compatible with a fast-paced work environment
* Able to work effectively in an independent and/or group setting
* Well-organized and punctual
* Good verbal and written communication skills
* Energetic, and adapts quickly to complete new tasks presented

**Job Experience:**

**Atlantis Pools Construction -** **Manual Labourer** (August 2020 to July 2021)

23 Scottswood Ln, Caledonia, ON

* Safely worked on the construction of in-ground pools
* Assisted in replacing and installing pool vinyl liners
* Prepare/close pools for winter
* Installation of winter covers

**Caledonia Music Centre – Manual Labourer/Stage Tech and Lighting**

14 Caithness St. E., Caledonia, ON (December 2016 to 2019)

* Provided stage set up/tear down, load/unload of PA/lighting equipment to truck.
* Safe handling of musical instruments and equipment
* General cleaning/maintenance of storefront

## **Tim Hortons – Customer Service Crew member (Night-shift)**

360 Argyle St., Caledonia, ON (August 2019 to January2020)

* Complete all nightshift tasks: preparing and baking for day-shift, stocking and thoroughly cleaning store and equipment.
* Provided excellent customer service, taking customer orders both in store and drive-thru.
* Prepare and safely handle food following Tim Horton standards and guidelines.
* Efficient, effective and able to operate in a fast-paced environment.