

## SUMMARY

Senior Legal Assistant with 17+ years of experience specializing in Wills & Estates, Uncontested Divorces and Corporate Law. Proven expertise in virtual legal support, legal document preparation, client relations and managing online Court submissions. Adept at enhancing firm efficiency, reducing overhead costs, and ensuring compliance with current legal practices and technologies.

## EXPERTISE

- Commissioner of Taking Affidavits.
- Client Relations & Intake
- Legal Document Drafting & Filing
- Administrative Decision Making
- Legal Research & Case Preparation
- Time Management & Prioritization
- Legal Accounting
- **Legal Software:** Estateably, Conveyancer, PCLaw, Rules of Civil Procedure, Caselines, My Ontario
- **General Software:** QuickBooks Online, Microsoft Office 365, Adobe Acrobat Pro, GoDaddy, Ucraft

## PROFESSIONAL BACKGROUND

### **Senior Legal Assistant to Larry R. Plener, Barrister & Solicitor**

Plener Law - Mississauga, ON

January 2004 – June 2023

- Served as primary legal support for Wills and Estates, Uncontested Family Divorces, Corporate Law, Small Claims, and Civil Litigation.
- Increased firm revenue and client satisfaction by optimizing processes, managing client relations, and navigating complex legal matters.
- Drafted, assembled, and filed legal documents, staying up-to-date with practice directions, and maintaining correspondence with courts.
- Handled billing, docketing, and accounting tasks using PCLaw, ensuring accurate time entries and financial records.
- Spearheaded the firm's transition to a paperless system, enhancing document management and operational efficiency.
- Recruited, trained, and mentored co-op students, creating training materials and overseeing their development.
- Led the development of the firm's website and managed ongoing updates to reflect the firm's growing services.

### **Founder | Virtual Assistant (General & Legal)**

Karoline Inc. - Brampton, ON

January 2021 - Present

- Provide remote and on-site support to legal professionals and businesses, focusing on cost efficiency and productivity.
- Prepare and file legal documents, including Estate Applications, uncontested Divorce Application and Incorporations (Ontario and Federal) including production of Corporate Minute Books.
- Assist new and existing businesses with organizational structures, filing systems, and procedural efficiencies.
- Manage client relations
- Support bookkeeping and accounting needs using PCLaw and QuickBooks.
- Created and launched company websites and marketing materials, providing clients with a polished online presence.