

Michelle Lambert
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Date: June 23, 2024

Nishnawbe Aski Legal Services Corporation
101 Syndicate Avenue North
Thunder Bay, ON P7C 3V4

Dear Sir or Madam,

Re: Community Justice Navigator & Legal Education Officer

I am interested in the Community Justice Navigator & Legal Education Officer position you advertised for Thunder Bay. I feel that with my legal education and work experiences I would be a great candidate. I graduated with honours from the Paralegal program and was licensed in 2018; prior to completing my education as a law clerk.

Furthermore, I have many of the skills that you seek. I have extensive knowledge of the legal system and its processes; excellent oral and written communication skills; and have the working knowledge of MS Office software, internet and general office equipment that you require.

Proof of my credentials can be found in some of the positions I have had, which include work as a Paralegal at Hewitson, Tindall and Associates and while working as a Law Clerk at Ericksons LLP.

If you agree that this would be a good match, please call or email to arrange an interview.

I thank you for both your time and consideration.

Sincerely,

Michelle Lambert

Enc: resume

MICHELLE LAMBERT

1-405 Edward Street North, Thunder Bay, ON P7C 4P5
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HIGHLIGHTS OF QUALIFICATIONS

- Honours graduate of the Durham College Paralegal program (2018)
- Licensed member of the Law Society of Ontario as of August 2018 (P14989)
- Recent graduate of Durham College's Law Clerk Fast-Track program (2019)
- 10 years of office experience with multiple transferrable skills

EDUCATION

Law Clerk Advanced Durham College, Oshawa, ON GPA 3.8	Graduated 2019
Paralegal Diploma Durham College, Oshawa, ON GPA 4.0	Graduated 2018
Human Resource Management Certificate Centennial College, Scarborough, ON	Graduated 2010

EMPLOYMENT HISTORY

Paralegal Hewitson Tindall and Associates, Thunder Bay, ON	2024-2024
<ul style="list-style-type: none">• Effectively represented clients in Small Claims court and at the Landlord and Tenant board• Prepared documentation and filed it with the appropriate court• Conducted client interviews to assess needs and to provide guidance• Researched and applied relevant case law in court matters	
Paralegal Lambert Paralegal Professional Corp., Thunder Bay, ON	2022-present
<ul style="list-style-type: none">• Specialized in Landlord and Tenant law• Provided guidance and advice to clients• Researched case law and viewed disclosure to prepare for hearings• Advocated for clients in Landlord and Tenant board hearings• Prepared forms and other documentation	

Personal Support Worker

2020-2022

Bayshore Home Health, Thunder Bay, ON

- Worked primarily with elderly patients to provide one-on-one care to assist with personal care, meal preparation, light housekeeping and other tasks associated with the activities of daily living
- Ensured the fulfillment of individual goals and needs as instructed in the client's support plans while ensuring the health, safety, welfare, and independence of clients
- Documented and recorded daily care reports which included basic charting, health and safety issues, summary reports and medication administration

Paralegal

2020-2020

Hewitson, Tindall & Associates, Thunder Bay, ON

- Provided client intake, interviewed clients, and assembled documentary evidence
- Researched precedent cases, records, disclosure and other legal documents
- Prepared court filings and drafted legal correspondence
- Performed general office and clerical duties

Law Clerk

2020-2020

Ericksons LLP

- Prioritized multiple files while maintaining client and in-house correspondence
- Performed tasks within the Estates department for the purpose of settling Estate matters and dividing assets among beneficiaries
- Wrote letter and notified trustees, beneficiaries, banks, the Ministry of Finance, creditors, and other financial institutions in order to obtain accurate financial information necessary to obtain the true status of an Estate and to proceed through to the closing of a client file
- Collaborated with co-workers to determine their needs, the needs of the Estate Trustee and the status of client files in order to assist where necessary

Student Placement-Paralegal (Immigration)

2018-2018

Abrahams Law Office, Pickering, ON

- Utilized excellent verbal and written communications skills while accepting incoming calls, writing letters and sending and responding to emails
- Provided client care while sharing my knowledge of immigration during client meetings and through ongoing contact
- Utilized the Internet to complete and submit immigration documentation and forms

Machine Operator (Summer)

2017-2017

Universal Can Company Ltd., Ajax, ON

- Maintained, controlled, and operated machines and equipment that are used in the manufacturing of various types of cans
- Inspected all finished goods, and checked for issues in production quality and standards

Cleaner (Self-Employed)

2012-2017

Various locations throughout the Durham Region

- Researched and utilized a variety of resources to ensure a thorough cleaning of family residences
- Demonstrated trustworthiness when given a key for entry, and to work in an empty home
- Effectively scheduled availability to coincide with client preferences

MEMBERSHIPS

- Institute of Law Clerks
- Law Society of Ontario (P14989)
- Ontario Paralegal Association