

SHELBY N. CUMMINGS

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SUMMARY OF QUALIFICATIONS

- Two-years relevant experience working as a Law Clerk in Hamilton, Ontario (see second page)
- The ability to set priorities; meet deadlines and effectively plan/manage time, data and resources as an independent individual.
- Demonstrates strong leadership, written and oral communication skills, and the ability to use these skills to inform and educate others.
- Capacity to work effectively as part of a team by identifying roles and contributing, through leading, teaching, motivating and/or encouraging others, to the success of the team.

CORE COMPETENCIES

PC Law
Teraview
Conveyancer

Automated Civil Litigation
Excellent Interpersonal Abilities
Exceptional Computer Literacy

Real Estate Law
Estate Law
Civil Litigation

EDUCATION

Law Clerk (Co-op) Program Diploma 2013–2015
Niagara College, Niagara-On-The-Lake, ON

- Maintaining Honours standing in program
- Courses Successfully completed include: Litigation, Real Estate Law I & II, Credit Law, Estate Law, Family Law, Legal Research, Computers for the Legal Office I & II and Communications for the Legal Office I

Bachelor of Arts, Honours Criminology 2009–2013
Bachelor of Arts, Contemporary Studies
Minor, Law & Society
Minor, Human Rights
Wilfrid Laurier University, Brantford, ON

- Graduated with Honours in 2013

Ontario Secondary School Diploma 2005–2009
Cardinal Newman Catholic Secondary School, Stoney Creek, ON

- Graduated in 2009

PROFESSIONAL EXPERIENCE

Assistant Manager

2013–2014

La Vie En Rose, Binbrook, ON

- Managed a team of 10-15 employees
- Trained management, key holder, sales, and cashier employees/positions
- Drafted and revised weekly, and monthly work schedules
- Calculated, managed, and maintained weekly, as well as monthly company/team targets
- Exceeded and maintained individual sales goals/targets as outlined per higher management
- Organized and supervised seasonal store floor plan layout changes as per head office request
- Conducted and supervised visual merchandise layout changes and visual window changes
- Performed clerical duties such as answering a multi-line telephone, receiving/sending correspondence to head office and associates, faxing, and banking
- Sent and received merchandise shipments to and from head office
- Created and managed detailed accounts of upper management's agenda such as meetings, interviews, deadlines, correspondence, weekly and monthly reports, store layout changes, targets, bank deposit amounts,

Law Clerk

2011–2013

Nicole Matthews Law Office, Hamilton, ON

- Drafted, reviewed, and revised various legal documents pertaining to the areas of criminal, family, and civil law. Including but not limited to: Financial Statements, Affidavits, and Statements of Claim
- Liaison with clients, arranged appointments, reviewed, revised and delivered correspondence between clients and attorney
- Data entry/collection using dockets, PCLaw, and Divorcemate programs
- Processed, organized, and maintained client files
- Attended court hearings and learned client/attorney procedures and ethics
- Filing of legal documents both in house and within the courts
- Conducted legal precedents research
- Performed clerical duties such as operating a multi-line telephone, photocopying, faxing, and filing
- Participated in billing procedures
- Shadowed attorney and law clerk performing various legal duties both in house and in court

Legal Filing Clerk (CO-OP)

2007–2008

Yachetti, Lanza, and Restivo Law Offices, Hamilton, ON

- Completed legal filing duties within the judicial courts: Superior, Family, and Small Claims
- Filed, served, and obtained various legal documents including but not limited to Statements of Claim, Statements of Defence, Default Notices, Copies of Endorsements, and Trial Records
- Performed clerical duties such as liaison with clients, filing, banking, photocopying, binding, and data entry
- Organized office space and file storage drawers
- Cataloged client information cards

PROFESSIONAL AND CIVIC ORGANIZATIONS

Student Member – Institute of Law Clerks of Ontario	2013–Present
Volunteer, Decadence and Wine & Cheese events – Niagara College	2013–Present
Alumnus, Wilfrid Laurier University Alumni Association – Wilfrid Laurier University	2013–Present
Former Representative, Health and Safety Committee – La Vie En Rose	2013–2014
Former Board Member, Health and Safety Committee – La Vie En Rose	2013–2014
Former Board Member, Legal Resources Committee – Wilfrid Laurier University	2010–2012
Former Officer, Foot Patrol Committee – Wilfrid Laurier University	2010–2012
Former Member, Criminology Student Association – Wilfrid Laurier University	2009–2013

REFERENCES

Available upon request.