# Ashleen Alexandra Daykin

# 4th Floor, 1002-2, Singa-Dong, Gwangsan-Gu , Gwangju

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# OBJECTIVE

**A position as an ESL teacher that will utilize my extensive teaching and administrative skills.**

# EDUCATION

TRIOS COLLEGE

Mississauga, Ontario 01/2008-01/2009

Paralegal Diploma

Obtained a paralegal diploma, studying contract and tort law, family, criminal, corporate, landlord and tenant act, highway traffic act and provincial offences. Debtor and creditor law, employment law, and intellectual property law.

WILFRID LAURIER UNIVERSITY

Brantford, Ontario 09/2004-04/2007

Bachelor of Arts in Criminology

Studied history and theories of crime, such as criminological theory, youth justice, murder, theory law and crime, victimology, penology as well as corporate crime and forensics.

EMMANUEL BIBLE COLLEGE

Kitchener, Ontario 09/1999-04/2003

Diploma in Biblical and Theological Studies

In theology, studied world religions and sects. Studied developmental psychology, theories of counseling, communications, relationship and marriage and family counseling.

CARDINAL CARTER C.S.S Aurora, Ontario 09/1993- 09/1997

Obtained Ontario Secondary School Diploma

# COMPUTER QUALIFICATIONS

Microsoft Windows Suite 2010 – Word, Excel, Outlook, PowerPoint etc.,QuickBooks, PC Law, Simply Accounting, Fast Company Legal Program, Divorce Mate, Lexis-Nexis, Internet Software, Adobe Photoshop, Comtech Collect Software.

Current Typing Speed 60 WPM.

**CERTIFICATION AND AWARDS**

Licensed Paralegal with the Law Society of Upper Canada since 2008.

Recieved Academic Distinction Award in Trios College Paralegal Program.

Currently completing Linguaedge TESOL certificate.

# WORK EXPERIENCE

**Avalon-Lancon English School** Suwan-Dong, Gwangsan-Gu South Korea 01/2011-present

Teaching ESL to middle school and highschool aged children.Working with Korean teachers to assign lesson plans and tests each term.Grading and marking homework for students on a regular basis. Developing lesson plans and activities for each daily lesson.

**Freelance Paralegal** Thornhill, ON. 09/2009-09/2010

Attended to Small Claims Court Cases and Trials. Organized research material and case studies in preparation for settlement conferences and court. Presenting cases in court and scheduling client appointments in provincial offences court as well as Small Claims court and Tribunals. Managing client case files and attending to clients and court deadlines in an efficient manner. Attended to client cases with flexibility being attentive to time sensitive deadlines. Drafting defence’s, pleadings and motions on behalf of business clientele. Maintaining bookeeping procedures and records according to Law Society rules and regulations.

**Collect Canada Ltd.**

Newmarket, ON. 06/2009-09/2009

**Collections Paralegal**

Provide legal documentation and reviewed bankruptcy correspondence. Prepared and filed civil claims for delinquent accounts. Edited legal documents and transcribed court pleadings. Corresponded with major credit and finance companies for the purpose of establishing credit recovery measures. Updated client accounts on a daily basis using Comtech Collect Software. Maintained accuracy and updates manually on company files.

**Collection Systems Canada Corporation**

Markham, On. 01/2008-06/2009

**Civil Litigation Paralegal**

Researched and analyzed legal issues, created spreadsheets and compiled logistical data and other documents used in litigation, analyzing and utilizing credit reports to establish claims and judgment orders, meetings with clients personally to discuss cases and negotiate terms of settlement with opposing parties. Attended Small Claims Court hearings and trials on behalf of corporate clients. Proposed terms of settlement with debtors on behalf of clients.

**Calvin Barry Professional Corporation**

Toronto, ON 07/2008-09/2008

**Legal Assistant/Paralegal**

Attended to provincial offence’s client hearings on behalf of lawyer. Organized and prepared client files on a weekly basis. Assisted lawyer with preparation of client trials and hearings. Attended to Small Claims court hearings with lawyer and made notes with regard to each case.

**Loyola CSS**

Mississauga, ON. 03-2003/05-2006

**Supply Teacher**

Supervised and assisted students with assignments, monitored attendance records of students, organized and distributed assignment plans. Followed classroom teacher’s lesson plan on a regular basis and presented lesson material for students when necessary.

# HOBBIES

Occasional Short Story writer, enjoy drawing/painting still life and scenery. Amateur black and white landscape photographer, Cross-country runner and spinning enthusiast.

# VOLUNTEER ACTIVITY

Volunteer for Animal Rescue Organization. A Volunteer with the Children’s Wish Foundation attending sponsored events around the GTA on a regular basis. A supporter of World Society for the Protection of Animals.

# REFERENCES

Upon request.