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| Aalamnoor Gill | 142 Baffin Cres  Brampton, ON L7A 4K9  **(647) 823-4742**  **aalamg1999@gmail.com** |
| A dedicated team player who thrives in high-pressure environments and adapts well to change and shifting priorities. Committed to continuous self-improvement, both in skills and professional knowledge, with a strong drive to take on greater responsibilities and pursue new opportunities for growth. EXPERIENCEPilkington Law Firm, Burlington — Law Clerk/ Fingerprint Technician/ Administrative Assistant March 2023 - Present  * Efficiently complete all tasks in a fast-paced, time-sensitive environment; * Experienced in preparing immigration applications, with expertise in using the Government of Canada PR Portal; * Specializing in Citizenship, Permanent Residency (PR), Visitor Visas (TRVs), and Humanitarian and Compassionate applications; * Collaborate regularly with lawyers and consultants to address firm needs; * Trusted keyholder, responsible for safeguarding office assets; * Skilled in resolving client conflicts promptly and professionally; * Proficient in fingerprinting clients while simultaneously managing client forms and files; * RCMP-accredited for fingerprinting services.  Pardon And Waiver Experts, Brampton— Fingerprint Technician/ Pardon ConsultantJune 2022 - March 2023  * Efficiently complete all tasks within tight deadlines in a fast-paced environment; * Proficient in handling court forms and police forms; * Specialize in processing record suspension applications; * Efficiently fingerprint clients while also managing client files; * RCMP-accredited for fingerprinting services; * Ensure all payments are completed and processed on time.   . | SOFT SKILLS  * Strong Communication * Team Work * Flexibility * Self Management * Problem Solving * Time Management * Critical Thinking * Patience * Conflict Resolution  SKILLS AND ABILITIES Family Law  Immigration Law  Wills and Estates  Real Estate  Debtor and Creditor  Accounting for Law offices  Legal Forms  Legal Research  All MS Programs  Unity  PC Law  Teraview  Aspen  Database Split  Adobe Acrobat  Hubspot  Zoom  Salesforce  PR Portal LANGUAGES English  Punjabi  Hindi |

## Anderson Sinclair, Mississauga — Law Clerk Intern

### February 2022 - April 2022

* Successfully complete all tasks efficiently in a time-sensitive environment
* Entrusted with sensitive client information and responsible for preparing legal documents. Conducted multiple land title searches for client properties, alongside administrative duties and file management
* Proficient in using Aspen, the legal program to searches properties in Alberta and British Columbia
* Handle all collection-related tasks.

## Starbucks, Earlsbridge — Barista

### October 2021 - June 2022

* Efficiently completed all customer orders in a fast-paced environment;
* Delivered exceptional customer service, building rapport with clients and ensuring a positive experience;
* Adhered to store operating policies and standards, including cash handling, safety protocols and security procedures;
* Effectively managed and resolved client complaints, ensuring customer satisfaction and loyalty.

## Diesel, Halton Hills — *Floor Supervisor*

### September 2019 - October 2021

Keyholder

* Actively supervise employees while ensuring sales targets are met;
* Led and managed store closing efficiently, while handling large amounts of cash transactions and completing required paperwork
* Trusted to deliver exceptional customer service and resolve client complaints promptly
* Exceeded sales targets in a commission-based role, setting strong examples for the team through leadership and dedication.

## Century 21 Smartway, Mississauga — *Receptionist*

### January 2018 - September 2018

* Managed front-line customer relations by answering and resolving customer inquiries and booking appointments via phone, email, and in-person;
* Processed client payments and handled sensitive financial records for both clients and businesses with confidentiality and accuracy;
* Responsible for operating and updating MLS Realtor Website, ensuring listings and information were current.

# EDUCATION

## Trios College, Mississauga — Law Clerk *Diploma*

### January 2021 - April 2022

Drafted and prepared legal documents, including Wills, Torts, and Contracts. Developed strong skills in recognizing any minor errors and ensuring precision in all legal documentation. Learned to thrive in high-pressure environments, consistently completing all tasks and assignments within tight deadlines.