**Sara Collin**

**514-219-1234**

**E-mail: sara.collin@gmail.com**

**Languages**: English and French, oral and written.

**Education**

|  |  |
| --- | --- |
| **Graduate Course in Legal Translation – McGill University,** Montreal | 2018 |
| **Formation professionnelle – École du barreau du Québec,** Montreal  Member of the Barreau du Québec – August 2009 - Present. | 2008 |
| **B.C.L./LL.B. (Civil and Common Law) – McGill University**, Montreal | 2004-2008 |
| **B.A. (Journalism) – Concordia University**, Montreal   * Graduated with Honours. Dean’s List in 2001, 2002 and 2004. | 2000-2004 |

**Work Experience**

|  |  |
| --- | --- |
| **Research Lawyer, *Alexsei Inc.***   * Full-time researcher lawyer in all areas of law.   **Content Review Lawyer, *LexisNexis Canada***   * Full-time content review lawyer for LexisNexis Practical Guidance; * Research, writing and editing in corporate law, intellectual property, litigation, wills & estates, commercial law, product liability, family law, and employment law: legislation, case law, commentary, forms, and precedents.   **Consulting Content Review Lawyer, *LexisNexis Canada***   * Content review lawyer for LexisNexis Practical Guidance.   **Legal Writer and Researcher, *Lancaster House Publishing***   * Legal writing, research, and analysis in employment, labour, and human rights law.   **Legal Researcher, *JurisConsult inc.***   * Legal research for principal lawyer; litigation, legal procedure and other areas.   **Legal Researcher, *Alexsei Inc.***   * Freelance legal research and legal memos in all areas of law.   **Freelance Legal Translator and Revisor**   * Legal translation and revision from French to English.  Freelance Journalist  * Publishing pieces in *Best Lawyers,* *The Lawyers Weekly, Thursday Report, Ruckus, Blacklist, Alternatives, Lush, MCTRW Newsletter* and *PUIQ*.   **Legal Writer, *Umbrella Legal Marketing***   * Legal writing for law firm websites in all areas of law.   **Legal Researcher, *LexisNexis Canada***   * Legal research, Boolean writing and editing, including case law and legislative research in all areas of law and interpreting, organizing and structuring research objectives and results.   **Lawyer, *Me Patrice Blais, avocat***   * Assisting the principal lawyer in civil litigation cases through research, court attendance and meetings with clients.   **Editor and proofreader, *academic theses***   * PhD thesis (McGill University), MBA thesis (University of Edinburgh), and Publication in Law (Université de Strasbourg).   **Articling Student, *Lavery de Billy***   * Assisting lawyers with research, strategy, client-care and court documents in labour law, corporate law and litigation departments. Concentration in labour and employment law. Translation of legal documents in all areas of law.   **Student-at-Law, *Lavery de Billy***   * Assisting lawyers in the research and preparation of legal cases in litigation, corporate law, family law, transactions, intellectual property, and labour law.   **Computer skills:** Word, Excel, PowerPoint, Outlook, Quicklaw, Azimut, Canlii, Arbortext, MemoQ and Wordpress. | 2022-Preseent  2012-2020    2020-2022  2020-Present    2013-Present  2021-2022  2018-Present  2000-Present  2018-2021    2010-2012    2010  2009-2010  2009  2008 |