

Megan Liu

Local Address

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SKILLS AND QUALIFICATIONS:

- Detail and goal orientated and works effectively with no supervision
- Productive and familiar working in fast-paced office setting
- Efficiently able to analyze and prepare legal case briefs
- Proficient in Microsoft Office; Word, PowerPoint, Excel
- Familiar with some oral Cantonese

EDUCATION:

Sept 2011 – Present **Candidate for Bachelor of Arts, Legal Studies Major**
University of Waterloo, Waterloo, ON

Sept – Apr 2011 Enrolled in Arts, Honours Arts and Business Co-op, University of Waterloo,
Waterloo, ON

Relevant Assignments:

Court Observation Assignment, Introduction to Criminal Law, Jan – Apr 2012

- Observed and recorded important details about a 2-day trial in progress
- Using information collected, wrote a 6 page paper demonstrating how a specific legal principle (Sentencing) is used in court

Case Brief Assignment, Introduction to Legal Studies, Sept – Dec 2011

- Prepared a 7 page case brief of case *Tremblay v. Daigle* outlining all essential legal elements and facts

Mike's Bikes Assignment, Introduction to Business in North America, Sept – Dec 2011

- Worked in a group with 3 other students
- Managed virtual Bike Store's Share Holder's Value by adjusting its Finances, Marketing, Development and Productivity

WORK & VOLUNTEER EXPERIENCE:

Jan 2013 – Apr 2013 **Quality Assurance Technician**, Farm Business Consultants Inc., London, ON

- Applied Members for AgriStability and AgriInvest programs and completed their Enhanced Financial Statements
- Exhibited attention to detail through checking numerous client T1 packages and confirming all correct information
- Developed greater communication skills through speaking with Members over the phone on a daily basis
- Well versed and familiar in tax software: OnDemand, TaxGuard, and TaxPrep

Jun 2012 – Aug 2012 **Insurance Broker's Assistant**, New World Insurance Company, Markham, ON

- Provided clients with quotes on personal home and auto insurance
- Drafted legal applications for new policies for clients
- Enhanced communication skills by contacting insurance companies and clients for information over telephone daily

Oct – Nov 2010, 2011 **Head of Pages**, Catholic Schools United Nations Assembly, St. Joseph's Morrow Park Secondary School, North York, ON

- Developed strong public speaking skills through holding multiple presentations promoting the Assembly to groups of 50 students and teachers
- Demonstrated leadership and organization by supervising and training students to be effective Pages during the 3 day conference
- Represented Executive Council while drafting formal letters and phone conversations to potential keynote speakers and teachers

ACTIVITIES AND INTERESTS:

Feb 2009 – Feb 2011 **Co-captain/Coach**, Table Tennis Team, St. Joseph's Morrow Park Secondary School, North York, ON

- Supervised and coached all members during practices and tournaments
- Feb 2011 – Won gold medal in mixed-doubles category

Sept 2008 – Jun 2011 **Club Treasurer**, Student Society for the Sub-Culture of Anime (S4A), St. Joseph's Morrow Park Secondary School, North York, ON

- Managed all of club's finances including membership fees and costs for all club excursions