

## ALEXA KLEIN

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### EDUCATION

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#### **McGill University Faculty of Law, Montreal** | 2018-21

Bachelor of Civil Law and Juris Doctor

Minor in Chinese Language & Literature

- Dean's Honour List | 2020-21
- Student Clerk for Geneviève Graton, J.C.Q. at Court of Québec Criminal and Penal Division | 2020-21

#### **Trinity College in the University of Toronto, Toronto** | 2014-17

Honours Bachelor of Arts with High Distinction

Double major in Political Science and History with minor in French Studies

- Dean's List Scholar | 2015-17
- Research Opportunity Program, credited research assistant for a professor in the French department | 2014-15

#### **Marianopolis College, Westmount** | 2012-14

Collegial Studies Diploma in Liberal Arts

- Honour Roll and Dean's List | 2013-14
  - Academic Exchange at Istituto Michelangelo in Florence, Italy | Summer 2013
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### SELECT WORK EXPERIENCE

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#### **McGill University Faculty of Law Institute for Health and Social Policy, Montreal – Research Assistant** | 2021-22

- Conducted legal research on euthanasia, physician-assisted dying, and medical assistance in dying law in Canada and abroad, and was the teaching assistant for the Fall 2021 Law of Persons course at McGill University Faculty of Law

#### **Ministry of the Attorney General Crown Law Office - Criminal, Toronto – Summer Law Student** | Summer 2021

- Conducted legal research, drafted facta and legal memos, summarized trial transcripts and court proceedings, assisted with work on policy issues and assisted counsel with the preparation of appeals to be heard at the Court of Appeal for Ontario and the Supreme Court of Canada

#### **Legal Information Clinic at McGill, Montreal – Director of Communications** | 2020-21

- Supervised caseworkers, corrected legal research, created and presented legal information seminars, managed social media accounts, launched re-brand project, updated Clinic documents, responded to client inquiries, commissioned oaths, managed the Clinic's communications portfolio, and created a communications plan for the Clinic

#### **CEGEP Moot Pilot Project, Montreal – Project Manager** | 2019-20

- Legal research and drafting of a mock trial case for the launch of the pilot project, preparation of a training package for law student coaches, coordination of the event, recruitment of law student coaches and lawyers to act as judges

#### **Prepsmart, Toronto – LSAT Tutor** | Summer 2019

- LSAT tutor for prospective law school applicants, teaching weekly sessions online and in person

#### **Entité 3, Toronto – Planning Assistant** | Summer 2019

- Internship at one of six French language health planning entities mandated by the Government of Ontario to plan the implementation of French language health services: organized and wrote minutes for planning meetings, compiled survey data, followed up on the action plan, translated documents, managed the website and filed records

#### **Likeshuo, Beijing (remote work) – English as Second Language Teacher** | 2018-19

- Online English as Second Language teacher for adults at Likeshuo, a branch of Meten International Education

#### **Cundari, Toronto – Office Administrator** | 2017-18

- Supported the advertising agency's accountants with financial tasks, booked staff travel arrangements, coordinated courier services and facility maintenance, planned staff events, greeted and screened clients, managed the CEO's calendar and credit cards, translated documents for the controller and contributed to the translation of a major RFP

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**H&M, Toronto & Saint-Bruno-de-Montarville – Sales Advisor | 2015-18**

- Visual merchandising in jewellery sub-department in ladies' accessories at Canada's flagship location, customer service, manning of register and fitting room, processing of new products and organization of the stockroom

**University of Toronto, Toronto – Research Assistant | 2016-17**

- Assisted a professor in the history department with research and transcription of primary and secondary sources in French and English for his book on the history of Jazz in Montreal and Toronto

**Trinity College Archives, Toronto – Archival Assistant | 2016-17**

- Hire following volunteering and research project contract in 2015-16: assisted the archivist in her ongoing projects, greeted donors, clients and volunteers, reclassified and digitized files and collections, and conducted research projects

**ZARA, Toronto & Saint-Bruno-de-Montarville – Sales Associate | 2014-15**

- Customer service in the ladies' department, assistance with online orders and with locating items in the inventory or backstore, preparation of new product, and visual merchandizing of the ladies' department

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**SELECT VOLUNTEER EXPERIENCE**

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**Tech Law McGill – Blog Writer | 2020-21**

- Wrote blog posts analyzing trending tech law issues for Tech Law McGill's blog

**Young Bar of Montreal Information Technology Committee – Student Volunteer | 2020-21**

- Wrote articles on the intersection of tech and law, and planned events such as the Legal IT conference

**Pro Bono Students Canada McGill – Communications Coordinator | 2020-21**

- Managed and created content for Pro Bono Students Canada McGill's social media accounts

**Criminal Law McGill – VP Special Events and VP Shadowing | 2019-21**

- Planned shadowings of prosecutors, defence lawyers and legal aid lawyers at the Court of Québec and planned the annual speed-meet where students get to discuss with judges, prosecutors, defence counsel and legal aid lawyers

**Quid Novi, McGill Law's Student Newspaper – Art Director and Co-Editor-in-Chief | 2018-21**

- Wrote columns, and supervised and reviewed the work of layout editors, copy editors and columnists

**Legal Information Clinic at McGill – Caseworker and Outreach Volunteer | 2019-20**

- Conducted legal research on several areas of law for a new case each week and then provided the information found to the client, and delivered legal information presentations to community organizations

**Innocence McGill – Caseworker and Events Committee Co-Coordinator | 2019-20**

- Conducted legal research for a lawyer in charge of the file of a person claiming to have been wrongfully convicted

**Contours McGill – VP Design and Contributor | 2019-20**

- Designed and contributed articles to a journal about the experiences of women and non-binary individuals in the law

**Law Needs Feminism Because McGill – Photo Campaign Co-Lead and Translator | 2018-20**

- Planned and ran the 5<sup>th</sup> annual Law Needs Feminism Because McGill Photo Campaign

**McGill University Lawyers without Borders Events Sub-Committee – Co-Coordinator | 2018-19**

- Organized events to raise awareness about human rights, access to justice, and transitional justice issues

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**SKILLS**

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**Languages**

- Native proficiency in French and English and elementary proficiency in Mandarin and Italian

**Software and Web Development**

- Proficiency Apple and Microsoft operating systems, Microsoft Office Suite, HTML5, CSS3, JavaScript5, Bootstrap 5, search engine optimization and React