

Priyanshee Peeyush

LEGAL ASSISTANT – Legal Research, Organizational Mastery & Legal Technology Expertise

✉ priyanshee8398@gmail.com ☎ (+1) 647-926-8398 📍 North York in [LinkedIn](#)

SKILLS

- **Legal Research Tools:** LexisNexis, Westlaw, CanLII – for case law analysis, legal precedents, interpretation.
- **Legal Technology & Software:** DivorceMate, Officio, e-Discovery, Case Coordination, and Adobe Acrobat.
- **Legal Expertise Areas:** Criminal Law, Family Law, Employment & Labour, Immigration, Landlord & Tenant.
- **File Management:** Digital File Management, Client Organization, Typing Speed 50+ WPM, Confidentiality.
- **Professional Practice:** Legal Assistance, Litigation Support, Mediation, Ethics, Immigration & Refugee Law.

WORK EXPERIENCE

Legal Administrative Assistant

March 2024 – August 2024

Infinity Wealth Solutions Inc.

Mississauga, Ontario

- Arranged 80+ client meetings and legal appointments, reducing calendar clashes by 40% through optimized scheduling, legal task prioritization, and structured time slot allocation using firm-assigned legal software tools.
- Processed 45+ client files using Officio and DivorceMate, supporting legal assessments, maintaining status updates, enforcing structured workflows across varied legal documentation and procedural compliance checkpoints.
- Drafted and reviewed 100+ legal documents, including refugee claims, PR /TR applications, SOPs, contracts, complaints, written statements, affidavits, wills, ensuring legal accuracy, clarity, alignment with procedural standards.
- Researched Canadian immigration rulings using CanLII, LexisNexis, Westlaw, and tribunal decision archives.

Associate Lawyer / Advocate

July 2021 – July 2023

Law Office of Amandeep Chhabra

India

- Drafted 300 legal submissions including divorce petitions, notices, bail requests, contract, and complaints under civil, criminal, family codes while maintaining full regulatory compliance and ensuring zero procedural filing errors.
- Analyzed Manupatra, SCC Online, Indian Kanoon for legal research across 100+ rulings, building references, improving litigation success rate by 28%, and enhancing argument strength in cross-jurisdictional proceedings.
- Monitored 120+ court documents and managed case diaries, monitored deadlines, submitted e-filings, ensured proceedings met procedural standards across diverse courts without missing statutory requirements or rules.
- Counseled 70+ clients on disputes, ensuring clarity, emotional sensitivity, legal accuracy, and outcome alignment.

Legal Administrative Assistant

November 2020 – June 2021

Law Office of Amandeep Chhabra

India

- Facilitated in 50+ active family and criminal court matters by tracking tasks, verifying filings, reviewing client documents, and ensuring legal forms matched filing standards across diverse judicial formats and requirements.
- Prepared 100+ documents under supervision, including affidavits, notices, contracts, and client drafts; reduced revisions by 18% through formatting, version control, and compliance with procedural document requirements.
- Operated physical and electronic files for 10 concurrent matters, optimizing storage, improving workflow, and reducing retrieval time by 35% using structured labels, indexing, and secure digital case access tracking protocols.
- Updated communication logs, drafted reminders, facilitated alignment with deadlines across litigation and events.

INTERNSHIP

Legal Intern

2015 – 2020

ONGC, RLEK, and 10+ Law Firms

India

- Drafted 100+ legal documents & briefs, reducing review time 30% using formatting & aligned content standards.
- Scheduled 130+ meetings & appointments, reducing delays & improving calendar workflow for senior counsel.

EDUCATION

Graduate Certificate – Immigration Case Management (Honours)

September 2024 – May 2025

Seneca Polytechnic, North York

Graduate Certificate – Alternative Dispute Resolution (Honours)

September 2023 – August 2024

Humber Polytechnic, Etobicoke

B.A., LL.B. (Honours)

July 2015 – November 2020

Symbiosis International University, India

CERTIFICATIONS

- **NCA Certificate of Qualification** – Federation of Law Societies of Canada *May 2025*
- **Legal Research and Writing** – Canadian Centre for Professional Legal Education *May 2025*
- **Licensed Lawyer** – All India Bar Examination *2022*
- **Licensed Lawyer** – Bar Council of Punjab and Haryana *February 2021*