

JADE FOWLER

PROFILE Driven Liaison Officer (AS 03 indeterminate) with Veterans Affairs Canada holding a valid Secret Security Clearance. As an innovative, action-oriented and adaptable person I am successful working on my own or collaborating with team members, clients and stakeholders. Being a liaison officer, and previously a project officer, gives me the opportunity to effectively use my communication and relationship building skills. Working in a range of scenarios, with Director Generals and in an Assistant Deputy Minister's Office, allows me to apply and strengthen those abilities. Having a career in the legal field for over five years as a paralegal and assistant is reflected in my work on a daily basis through my attention to detail, efficiency in managing multiple tasks and competing priorities with ease, and my capacity to meet tight deadlines under pressure.

SKILLS & ABILITIES

- Experience in fostering effective relationships with management, clients and colleagues;
- Knowledge of Human Resources staffing and classification procedures, policy, and rules and regulations;
- Experience in presenting reports and project updates to management and colleagues;
- Experience in conducting research, analyzing and summarizing large amounts of information and highlighting key points in writing;
- Excellent analytical and problem solving skills;
- Experience in successfully delivering services to internal and external stakeholders and clients;
- Ability to accurately track expenditures and work within budgets;
- Proficient in the use of Microsoft Outlook, Word, Excel and PowerPoint, GCdocs, iCase, , CCM, GCHR portal and Shared Travel Services portal;
- Experience in writing, editing and verifying correspondence, decks and legal documents, as well as creating templates;
- Experience creating and using a bring forward system to help manage a significant workload, establish priorities and respect deadlines.

EXPERIENCE **LIAISON OFFICER**
VETERANS AFFAIRS CANADA, OTTAWA ON

April 2019 to present

- Develop and foster valuable relationships with internal branches which I work closely with to retrieve information by way of reports and documents. This is required to complete responses to Parliamentary Written Questions posed to the department's Minister, as well as Access to Information and Privacy requests.
- Determine which team needs to be tasked with gathering information used to form responses, based on the subject-matter.

- Conduct quality assurance of all documents received prior to the Assistant Deputy Minister's review and approval, and communicating with the appropriate branch and staff to delegate amendments.
- Use CCM Mercury software to search for docket and archived information on specific subjects.
- Review and edit decks for presentations, using PowerPoint to create charts for presenting data and using images and themes for visual aesthetics.

PROJECT OFFICER - HUMAN RESOURCES AND TRAVEL PORTFOLIOS

PUBLIC SERVICES AND PROCUREMENT CANADA, OTTAWA ON

August 2018 to April 2019

- Maintained progress of the staffing project and travel project to ensure that tasks were being accomplished on time as per the plan; tracked items coming up due to determine how to proceed well in advance; predicted future needs and worked with management in discussing solutions and then executing the plan.
- Communicated reports and updates to the Director General and senior management in a timely fashion by developing, maintaining and presenting action plans for staffing needs to effectively manage a new branch's evolving staffing portfolio.
- Applied policy and regulations with integrity when completing all staffing and classification actions.
- Assisted in creating quarterly travel budget forecasts for approval by Assistant Deputy Minister and finance. Used this budget to maintain and track travel project expenses, ensure that we were not going over cost and to track trends to identify areas where we may require more or less allocated amounts.
- Cultivated respectful, friendly and reliable relationships with various teams that were able to lend help and expedite numerous actions on our projects.
- Responsible for booking all travel and processing claims of 15 active travellers using the Shared Travel Services portal.
- Processed numerous staffing actions such as: acting under 4 months, acting extensions, appointments, new hires, casual contracts, secondments, assignments, deployments, created new positions, reorganized positions to report elsewhere, assigned languages to positions, moved geographical locations of positions, and sent and received letters of offer.
- Reviewed and edited Assessments Against the Statement of Merit Criteria before having the managers approve in order to submit to the Human Resources advisor.
- Sent documents to the Translation Bureau for processing.
- Maintained electronic files in GCdocs; used the GCHR portal to complete staffing actions; used WinOrg to review positions details.

PARALEGAL/DISCLOSURE COORDINATOR

PUBLIC PROSECUTION SERVICE OF CANADA, OTTAWA ON

October 2017 to August 2018

- Responsible for receiving, reviewing and analyzing reports and videos received from law enforcement agencies such as Ottawa Police Service and Royal Canadian Mounted Police, identifying whether new drug charges should be referenced to existing charges or whether

files should be severed, and ensuring that all appropriate charges have been laid.

- Used analytical skills and applied policy to decipher if sensitive information should be redacted before being disclosed, consulted with crowns on these matters, applied necessary redactions and provided documents to defence counsel in a timely manner.
- Delivered services to external partners and clients by liaising with Ottawa Police officers and administrative staff, Ottawa Courthouse staff, and defence counsel on a daily basis. This involved thoroughly reading a file to provide explanations or synopses.
- Applied policy and followed regulations when receiving and delivering disclosure, creating legal documents, handling confidential information such as Search Warrants, communication with the Court and defence counsel
- Prepared legal documents such as Affidavits, Orders to Unseal Search Warrants, Forfeiture Orders, Factums and Books of Authorities.
- Conducted legal research for Crown Attorneys on various matters.
- Maintained a tracking system to ensure that deadlines were met to receive reports from Ottawa Police, deliver disclosure to defence counsel and file legal documents with the court, before the next court appearance or trial date.
- Established constructive relationships with Ottawa Police Services and communicated with them regarding reports, charges that required amendments, and other matters involving any drug charges.
- Responsible for records management, including receiving new materials on a daily basis and entering them into iCase, the correspondence tracking system used.

TRIAL COORDINATOR /LEGAL ASSISTANT

PUBLIC PROSECUTION SERVICE OF CANADA, OTTAWA ON

December 2015 to October 2017

- Served as a liaison between the Crown Attorney's Office and Ottawa Police Service as well as the Royal Canadian Mounted Police to coordinate the availability of police witnesses and evidence required for trial.
- Maintained an ongoing relationship with the Ottawa Police Service Drug Unit Detectives to aid in the assigning of Expert Witnesses who were required at trial and to ensure that Expert Reports were received and filed in accordance with the Criminal Rules of Ontario.
- Responsible for preparing and organizing files to appear in Certificate of Readiness Court, which was scheduled weekly; updating the files after.
- Created, edited, proofread and sent correspondence to to the Provincial Crown's Office, Ottawa Police Service and defence counsel.
- Provided administrative support to a number of legal counsel, including conducting legal research, retrieving case law, creating indexes, assembling formal legal documents to serve on defence counsels and file with the Ontario Court of Justice or the Ontario Superior Court.
- Kept electronic and physical files in good order, up to date, organized and properly docketed.
- Operated in a fast-paced setting with shifting priorities, and adapted to a constantly changing environment, as is the nature of working in the legal field.
- Trained new file coordinators, conducted meetings with colleagues to work on improving internal procedures, acted as a supervisor to new staff and confidently made judgement calls on behalf of the group.

EXECUTIVE/LEGAL ASSISTANT

SMART & BIGGAR/FETHERSTONHAUGH, OTTAWA ON

June 2011 to December 2015

- Coordinated frequent domestic and international travel and hospitality arrangements for the senior partner; obtained foreign currency, applied for their necessary visas to enter certain countries, booked hotels and conference rooms, registered them for symposiums, and researched restaurants in destinations that were suitable for client meetings and made reservations.
- Managed the calendar, email and inbox of the senior partner; scheduled meetings internally with colleagues and externally with clients, flagged important emails, and used judgement to task out incoming tasks to other lawyers.
- Transcribed large complex documents from dictation and/or from hand written notes.
- Maintained electronic and physical files by ensuring they were always up-to-date and that all dates which required an action were properly docketed.
- Ensured accuracy of correspondence and documents by proofreading for typographical errors, completeness, spelling, grammar, syntax and adherence to correct format.
- Prepared and filed new and amended trade-mark applications on the Canadian Intellectual Property Office website.
- Prepared and filed patent prosecution work such as filing new and divisional applications, responses to Examiner's Reports, prior art and voluntary amendments, based on instruction.
- Created invoices for individuals and corporate clients while following particular instructions for each.

EDUCATION

ALGONQUIN COLLEGE, OTTAWA ON

LEGAL AND EXECUTIVE ASSISTANT DIPLOMA

2009-2011