

ADRIANA DREVES

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OBJECTIVE

Paralegal graduate (Sprott Shaw College, 2026) with completed 160-hour practicum at LMN Law Group in New Westminster, BC. Focused on Wills & Estates, Corporate, and Family Law. Seeking a Junior Paralegal, Legal Assistant, or Conveyancer role where I can contribute strong legal research, document drafting, and meticulous file management. Known for keeping files clean and in order, both paper and digital, so lawyers find things fast and clients don't wait. Bilingual: English/Spanish. I understand this work is serious; the papers matter to real people.

LEGAL EXPERIENCE

Paralegal Practicum — LMN Law Group | New Westminster, BC | Jan – Apr 2026 | 160 Hours

- Completed 160-hour supervised practicum in a busy small-firm environment handling Wills & Estates, Corporate Law, and Family Law.
 - Drafted Wills, Powers of Attorney, and Representation Agreements under direct supervision of lawyers, ensuring proper execution, dates, and signatures.
 - Assisted with estate administration documents, corporate records, minute books, and ongoing maintenance of client files.
 - Conducted legal research using CanLII and LexisNexis to support case preparation.
 - Organized, audited, and digitized physical files and binders; created clean, searchable paper and digital systems for Wills, minutes, and corporate books.
 - Managed multiple open files simultaneously, prioritizing accuracy, confidentiality, and deadline compliance. Learned how a small firm actually works: details matter.
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HIGHLIGHTS OF QUALIFICATIONS

- Legal research using CanLII and LexisNexis; hands-on experience with DivorceMate.
- Drafting and proofreading legal documents with high accuracy: Wills, POAs, estate documents, corporate records.
- Solid working knowledge of BC court procedures and professional legal correspondence.
- Proven file management: maintaining clean, organized, audit-ready paper and digital files.
- Advanced proficiency in Microsoft Word, Excel, and professional document formatting.

- Technical skills: WordPress, HTML/CSS, Canva, Adobe Illustrator & Photoshop.
- Professional bilingual communication (English/Spanish) with diverse clients.
- Calm and effective problem-solving in high-pressure, detail-critical environments.

WORK EXPERIENCE

Flight Attendant | Aeromexico | 2019 – 2023

- Handled passenger service during flights, managing routine and emergency situations with calm, clear communication.
- Strictly followed safety protocols and company procedures—skills that directly translate to legal compliance and document accuracy.
- Developed strong organizational habits and attention to detail when people's well-being depended on it.

Business Owner | Semillita (plants, flowers & decor) | 2020 – 2022

- Started and ran a small online and in-person business during the pandemic, managing inventory, orders, customer service, and finances.
- Built loyal customer relationships and sustained operations through challenging times until relocating to Canada.

Freelance Web Designer & E-commerce Manager | 2018 – 2021

- Designed and maintained websites for small businesses and managed online stores on Amazon and Mercado Libre.
- Balanced multiple client projects while consistently meeting deadlines, often while working full-time.

Digital Marketing Manager | OH POMP! Jeans, Mexico City | 2016 – 2018

- Built the brand's first online store and grew social media from a few hundred to over 100,000 followers.
- Managed overall brand image and day-to-day online communication.

Digital Project Manager | Agencia Viva, Mexico City | 2013 – 2015

- Coordinated digital advertising campaigns and supported the creative team during peak periods.
- Contributed to campaigns that received industry recognition, including a Bronze Cannes Lions award.

HTML & CSS Instructor | Kinezis Art Lab, Mexico City | 2012 – 2014

- Taught HTML and CSS to students from diverse professional backgrounds, creating practical,

immediately applicable lessons.

Junior Web Designer | InSitu Inhouse University Advertising Agency, Mexico City | 2009 – 2013

- Designed and published digital and print materials for Universidad de la Comunicacion.

EDUCATION

♦ **Paralegal Diploma — Completed 2026 | Sprott Shaw College, British Columbia**

Practicum completed: 160 hours at LMN Law Group (Wills & Estates, Corporate, Family Law)

♦ **Bachelor's Degree in Visual Communication | Universidad de la Comunicacion, Mexico City | 2007–2011**

ADDITIONAL TRAINING & AWARDS

♦ **Professional Training**

- UX Bootcamp — DEV.F, 2015
- Django Diploma — DEV.F, 2015
- PHP & MySQL — Mediatech, 2012
- Web Design Diploma — eduMac, 2010–2011

♦ **Industry Recognition**

- Cannes Lions — Bronze (*Scribe/Billboard*)
- FIAP — Silver (*Outdoor*)
- Google Awards — Best Use of Creative Media
- Ojo de Iberoamérica — Bronze
- Sol de San Sebastián — Bronze