

Lori J. Ackroyd

52F Ashbury Blvd.,
Ajax, Ontario
L1Z 0E7

(905) 619 2007 - home

(905) 831 4391 - work

Paralegal with over 33 years experience in the field of real estate law, including conveyancing, preparation of documentation for residential and commercial purchases and sales, mortgage refinancing, closing transactions and managing staff.

EXPERIENCE

September 2008

Placement Agency

LA LAW PARALEGAL SERVICES INC.

Opened a legal placement agency for the placement of legal assistants/law clerks in law firms requiring assistance in their office, as an alternative to off-site assistance. A website is under construction to assist both lawyers, and prospective employees.

September 2003

Conveyancer/Law Clerk

***LA LAW PARALEGAL SERVICES INC.,
Markham, Ontario***

Opened a branch office at Highway 7 and McCowan Road to service lawyers in York Region.

October 1999 to present

Conveyancer/Law Clerk

LA LAW PARALEGAL SERVICES INC.

Pickering, Ontario

In October 1999 I decided to operate the business on a full-time basis. With a staff of four (4) including two (2) real estate assistants with over 30 years experience we are now handling over 125 real estate transactions per month, assisting over 25 lawyers. We run a fully equipped office, including The Conveyancer, and Teranet computer programs.

October 1997 to October 1999

Conveyancer/Law Clerk

***LA LAW PARALEGAL SERVICES
Pickering, Ontario***

Over a period of two years I built my paralegal firm from one lawyer to over fifteen lawyers. I continued to operate my firm on a part-time basis, preparing and completing real estate transactions for lawyers from my home office.

During this time I also assisted John G. Howes, Barrister and Solicitor with real estate on a part-time basis.

April 1988 to October 1997

DURNO, SHEA & MCMURTER, Barristers and Solicitors

Scarborough, Ontario

Assistant to Michael E. Shea completing real estate transactions, both residential and commercial on a full-time basis, handling over 75 real estate transaction per month from beginning to end.

April 1977 to April 1988

***WALKER, HEAD
Barristers and Solicitors
Pickering, Ontario***

Assistant to John G. Howes, both as a sole practitioner and as a partner with Walker Head. Managed the real estate department consisting of twelve (12) employees, meeting with clients to sign documentation and reviewing files prepared by each real estate assistant. I provided extensive training to each legal secretary in the completion of real estate transactions.

April 1975 to April 1977

***RAYMOND & HONSBERGER
Barristers and Solicitors
Toronto, Ontario***

Recruited by Raymond & Honsberger from Centennial College to assist Siegfried Quickert with corporate matters, estates and wills and real estate.

EDUCATION

Legal Secretarial Program, Centennial College, Scarborough
West Hill Collegiate Institute - 4 year program

CONTINUING EDUCATION

Six Minute Real Estate Lawyer - 1999

Six Minute Real Estate Lawyer - 2003

3rd Annual Real Estate Law Summit - 2006

Practice Gems - Buying and Selling Residential Condominiums - 2006

Recreational Property Transactions - The Cottage Purchase - 2006

Six Minute Real Estate Lawyer - 2006

ASSOCIATIONS

Legal Assistant/Law Clerk Advisory Board for Stewart Title Guaranty Insurance Company

INTERESTS

Competitive Swimming

Dragonboat Racing

"Hot" Yoga