

SUCHANA DAS

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March 23, 2018

Dear Madam or Sir,

This letter is to introduce myself and to let you know my interest in acquiring an articling student position within your organization. Since earning my law degree from Louisiana State University (LSU) and becoming licensed in New York State, I have worked towards completing the NCA and LSO licensing exams, while working full time with the Government of Canada as a Program Officer.

As an articling student candidate, I offer strong legal research and problem-solving skills. I have worked with various different legal organizations supporting staff attorneys, assistant district attorneys and judges. Through these experiences, I conducted research and provided solutions to problems. While researching arrest files at the District Attorney's Office, I made recommendations as to whether misdemeanour charges should be filed. Working for the appeals attorney, I drafted constitutional arguments against an amendment to the Louisiana Constitution. At the District Court, I analyzed post-conviction motions and drafted answers for the staff attorney. Analysis also plays a large role in my current job with the federal government. I evaluate funding proposals by gathering multiple sources of information. I then analyze the proposed project, determine whether eligibility conditions have been met, and finally I write project recommendations.

Furthermore, I offer oral advocacy, interpersonal and communication skills. At LSU, I completed the Trial Advocacy Program. Having worked with attorneys and judges, and various high-level stakeholders during my current role with the federal government, I have developed an ease of communication which has allowed me to establish and maintain effective working relationships. Currently, I manage communications with over 700 client organizations negotiating funding agreements and providing advice on various program-related issues.

I would be delighted to offer my skills and experiences to your organization and hope to have the opportunity to speak with you further about how I can be an asset to your team.

Sincerely,



Suchana Das

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CREDENTIALS

- Law Society of Ontario** **2017**
Barrister and Solicitor Licensing Examination
- National Committee on Accreditation of the Federation of Law Societies of Canada** **2016**
Certificate of Qualification
- New York State Bar** **2015**
Law License

EDUCATION

- Louisiana State University, Baton Rouge, LA** **Class of 2013**
Juris Doctor; Graduate Diploma in Comparative Law
- Scholarships: Ernest N. Morial Scholarship
 - Activities: Junior Graduate Editor, Journal of Civil Law Studies; Trial Advocacy Program; Chancellor's Outstanding Pro Bono Service Award
- McMaster University, Hamilton, ON** **Class of 2007**
Honours Bachelor of Science (Biology); Minor in Psychology
- Scholarships: The McMaster Honour Award; Queen Elizabeth II Aiming For The Top Scholarship; Ontario Scholar Award
 - Activities: Fundraiser and Resources Volunteer, AIDS Network; ESL Tutor, Centre for Student Development

LAW-RELATED EXPERIENCE

- Legal Extern, 19th Judicial District Court, Baton Rouge, LA** **Sep. 2012 – Nov. 2012**
- Prepared briefs for the judge by summarizing recent court decisions on relevant issues
 - Reviewed expungement requests and motions for post-conviction relief by researching validity and providing recommendations to senior law clerk
 - Participated in court proceedings during arraignments by providing administrative support to the judge
- Legal Extern, Baton Rouge District Attorney's Office, Baton Rouge, LA** **Aug. 2011 – May 2012**
- Supported the prosecution team by reviewing and completing bills of information and recommending misdemeanour charges
 - Wrote grand jury briefs by summarizing facts critical to obtaining indictments
 - Provided legal support to the appeals attorney by researching case law and preparing briefs analyzing relevant statutes
- Legal Extern, Louisiana District Attorneys Association, Baton Rouge, LA** **Jan. 2012 – Apr. 2012**
- Contributed to the association's regional policy work by analyzing case-law and compiling statistics on prosecutorial misconduct in relation to withholding exculpatory evidence
 - Supported the drug asset recovery team (DART) project by conducting legal research and authoring memorandum on drug asset recovery and forfeiture
 - Developed training materials used by law enforcement officers in Louisiana which involved reviewing and editing Law Enforcement Handbook

OTHER PROFESSIONAL EXPERIENCE

Program Officer, Employment & Social Development Canada, Toronto, ON **Feb. 2015 – Present**

- Assess \$4 million in funding proposals by researching stakeholder/community needs and analyzing program directives to arrive at funding decisions
- Manage funding agreements through project life cycle by committing funds, keeping stakeholders on schedule with agreement timelines, and overseeing project activities, finances and expected outcomes
- Compile briefs on the operational and financial health of projects by conducting on-site monitors, including interviews and analyzing financial documents

Business Development Coordinator, PC Ontario Fund, Toronto, ON **Sep. 2013 – May 2014**

- Managed and reconciled \$5 million in revenue for multiple fundraising events simultaneously
- Analyzed and reported revenue metrics directly to chairman and executive director by piloting revenue tracking system
- Supported the executive director by researching constituency and stakeholder issues and drafting communication materials bound for high-level stakeholders

VOLUNTEER EXPERIENCE

Website Navigator, Louisiana Law Help, Baton Rouge, LA **Feb. 2013 – Apr. 2013**

- Provided virtual support on organization website by directing people living on low-incomes on how to access resources relating to legal rights, self-help information, court information and links to social service agencies

Tutor, Scarborough Women's Centre, Toronto, ON **Sep. 2009 - July 2010**

- Taught basic English language skills to low-income immigrant women through casual chat, prepared readings and resume reviews

SKILLS

- Advanced knowledge of Microsoft Office Suite and legal research platforms such as LexisNexis and Westlaw
- Proficient in IT platforms i.e. Sharepoint, CSGC (Common System for Grants and Contributions)