

RIA DEY

(647) 916-7728 | ria.dey@mail.utoronto.ca | [Linkedin](#)

EDUCATION

UNIVERSITY OF TORONTO

Toronto, ON

Master of Law

July 2022

Courses: Data Governance, Privacy Problems, Introduction to Intellectual Property Law, Patent and Trade Secret Law, Advanced Torts, Economic Torts, Evidence Law, Legal Ethics, LLM Seminar

Activities: Paid research project for Professor David Lie (Electrical and Computer Engineering) to label privacy policies for a research project on automating privacy policy analysis (20+ surveys done)

AMITY LAW SCHOOL

Noida, India

Bachelor of Arts - Bachelor of Legislative Law (B.A.LLB)

Nov 2018

- GPA: 8.96/10 (First Division with Distinction)
- Leadership: Secretary - Student Bar Forum, Research Co-Head – Student Bar Forum, Coordinator – Debate Society
- Activities: Moot Court, Parliamentary Debates, Client Consultation

SKILLS

- Research – GDPR, CCPA, LGPD, Personal Data Protection Bill, Patent Landscape, Labor & Employment, Arbitration.
- Research Databases – Westlaw, LexisNexis, Casetext, Manupatra, SCC Online.
- Verbal Communication – Intra-team presentation, senior stakeholder team introduction presentation, event hosting.
- Cross-collaboration – knowledge manual for Corporate Governance practice, Information Technology, Artificial Intelligence.
- Technical – Microsoft Word, Microsoft Excel, Microsoft PowerPoint.
- Commercial Awareness – Dentons CLE Seminar for In-House Counsel (San Francisco, California, USA), 25+ Practising Law Institute (PLI) webinars attended, Blogger (Tips for First Generation Lawyers), National Criminal Law Moot Court Judge (India).
- Flexibility – Seamlessly supported the US, EU, Chinese and Brazil Team with timely and accurate results despite time differences.

PROFESSIONAL EXPERIENCE

LAW FOUNDATION OF ONTARIO

Canada

Legal Assistant – Class Proceedings Committee

Jan 2023 – May 2023

- Prepared meeting materials for class action funding hearings held each month – including but not limited to preparing meeting agenda, hearing schedule, case assessments, case binders. Post meetings, I was tasked with preparing and sending out letters to counsel and meeting minutes and hearing memos.
- Each month I was tasked to process disbursement requests, wherein I prepared payment requisition forms, letters to counsel, excel sheets calculating funding requested, disbursed and remaining.
- Regular correspondence with law firms to ensure smooth and prompt functioning of day-to-day requests.

DAVIES WARD PHILLIPS & VINEBERG LLP

Canada

Legal Intern – Litigation Support

Jul 2022 – Dec 2023

- Tasked with preparing a comprehensive guidance document outlining each process in the Litigation Team. I researched about Canadian litigation process, learnt all about the various steps and procedures of how Davies conducts litigation, and prepared a 500+ page memo streamlining internal processes and simplifying each step, along with detailed technical instructions on using different eDiscovery software, CaseLines, etc. The aim of this guidance document was twofold – to standardize and streamline processes and help to save time by answering questions earlier only certain professionals could answer, and also be used to train new joiners to the process.

FLEX

India

Senior Subject Matter Expert – Litigation Support – Legal (Supporting US team headquartered in San Jose, California)

Sep 2018 – May 2021

Management Trainee

Jul 2018 – Aug 2018

- Led the process for standardizing and having in place Data Processing Agreements (DPAs) with ≈150+ clients, along with the review of ≈200+ DPAs and handling ≈50+ negotiations with clients.
- Created knowledge manual on using the Serengeti tool for financial and shareholder information; crafted a comprehensive playbook on Data Privacy for EU and US stakeholders for company-wide guide to GDPR, CCPA as well as prepared high-level decks on Brazil's LGPD and the best way to implement it in the company.

- Drafted a data processing agreement template for use in India keeping in view Personal Data Protection Bill (soon to become India's first law dealing solely with data privacy). Further, prepared a research memo showcasing the differences and similarities between the GDPR, CCPA and Indian Bill for easier induction and implementation of the requirements.
- Identified risks at the pre-contractual stage for 5+ customers, creating detailed risk assessment profiles and analyzing potential risk to enable senior management to make informed business decisions.
- Worked on 12+ time-bound document e-discovery projects with multiple US-based law firms and coordinated with US lawyers regularly over weekly calls for alignment and discussions.
Software known – EverLaw Cloud-Based eDiscovery Software, Relativity – Legal & Compliance Software.
- Contributed to ≈\$1,000,000 company savings per year by assisting in e-discovery document review productions, deposition summary transcripts, subpoena intake, litigation profiling, research work, legal hold, due-diligence.
- Prepared quarterly litigation reports, yearly litigation event calendar.
- Conducted inventory analysis of top 50 customers – reviewed contracts with 8 customers to determine excess and obsolete inventory to mitigate potential inventory obligations in case of unforeseen situations.
- Assisted IT team in creating two AI-driven virtual assistants, the NDA ChatBot and the Data Privacy ChatBot for reducing manual labor by almost 40% for lawyers and process simplification for aiding Legal, Business as well as IT Team.
- Reviewed ≈250+ Non-Disclosure Agreements, ≈50+ termination letters, amendments.
- Initiated to be a part of the IP team and assisted in two projects for patent landscaping and patenting in the automobile industry.

Awards Received (Team Category)

- 'Best e-Discovery Team of the Legal Department 2020' award organized by Biz Integration (external)
- Team of the Month Award – 1 (internal)
- Team of the Quarter Award – 1 (internal)
- The General Counsel Award for Trusted Advisor – 1 (internal)

LUTHRA & LUTHRA LAW OFFICES

Legal Intern – Litigation Department

India
Mar 2018 – May 2018

- Assisted in research on matters of breach of environment clearance, right in rem and right in personam, class action lawsuits for consumer products, registration and validity of mixed-race marriages in India and the process of registration of company under Indian Laws. Prepared a 150-pages detailed report on the University Grants Commission (UGC), an organization of the Government of India aimed at the maintenance of standards of teaching, examination, and research in university education.

SUPREME COURT OF INDIA

JUSTICE N.V. RAMANA (FORMER CHIEF JUSTICE OF INDIA)

India
Feb 2018 – Mar 2018

Judicial Intern

- Prepared case briefs for 40+ matters primarily dealing with criminal law, sexual offences, family law, motor vehicle accident claims and compensations, dishonor of cheques, transfer petitions. I primarily summarized the whole case in one or two short paragraphs, identified the relevant laws and prepared the matter for hearing.

SANDERSONS & MORGANS

Legal Intern

India
May 2017 – Jun 2017

- Assisted in preparing a Sale Deed for a transaction and researched on the prohibition of smoking in public places in India and the penalties associated with it.

LANGUAGES

- English, Hindi and Bengali

PERSONAL INTERESTS

- Travel – highlights include hiking at Big Sur, California, snorkeling in Bangkok, feeding baby sharks in Maldives, parasailing in Goa and spending two weeks solo travelling in New York City.
- Mentoring – I have guest lectured over 100 students about building a law career, blogged about life of in-house counsels and shared interviews with industry leaders for the benefit of young lawyers. I was invited to judge the rounds of National Moot Court Competition in 2020, organized by LawInternships in association with Atharva Legal LLP.
- Cooking meals for friends and family – Italian is my favorite cuisine to prepare.
- "Paying-it-forward" – regularly speak to young law students and help with their LLM applications.

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