

## **CURRICULUM VITAE**

AMBER LEE BISHOP  
Email: amber.bishop@ualgary.ca

### **EDUCATION**

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| <b>2016 – 2020</b> | Juris Doctor/ MBA<br>University of Calgary, Calgary, AB               |
| <b>2012 – 2016</b> | Bachelor of Arts in Psychology<br>Mount Royal University, Calgary, AB |

### **PROFESSIONAL ASSOCIATIONS**

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Law Society of Alberta – Student-at-Law  
Academy of Legal Studies in Business

### **EDUCATION EXPERIENCE**

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**2020-Present**      Sessional Instructor / Course Coordinator  
Haskayne School of Business  
University of Calgary, Calgary, AB

- Formatted course outlines and developed course content to teach students Canadian business law at an Undergraduate and MBA level.
- Develop course content for Entrepreneurship Law and Business Law for Strategic Decision Makers successfully adaptable for online learning.
- Incorporated current and relevant material in the business law context for students.
- Coordinate eight sections of Introduction to Business Law among the instructors, develop final exam, course outline, readings, and assignments to ensure the continuity between sections.
- Receive and review instructor and student comments and concerns and formulate a plan of action to assist.
- Managed the teacher's assistants and assisted them while they facilitated the grading of the legal case assignments.

**2017-2020** Co-Instructor / Teachers Assistant  
Haskayne School of Business  
University of Calgary, Calgary, AB

- Formatted course outlines and developed course content for business law classes for Masters of Management students.
- Grade case summaries and legal assignments from business undergraduate and MBA students.
- Grade mid-term and final exams for business undergraduate and MBA students.
- Assist in re-grading appealed exams and case summaries and providing feedback to the students.

## **PROFESSIONAL EXPERIENCE**

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**2020-Present** Student-at Law  
Guardian Law Group LLP

- Expected Alberta Bar Call Fall, 2021.
- Assisting lawyers draft legal documents and attend court on a variety of files including employment, corporate issues, personal injury, enforcement, and family law.
- Worked with other lawyers and students to develop action plans for clients.
- Effectively communicated with opposing counsel to negotiate ideal settlements for clients saving time and money.

**2018 – 2020** Real Estate Assistant  
CIR Realty, Calgary, AB

- Meet clients regularly to answer questions and initiate the process of selling or buying a house.
- Organize all files and ensure that all contractual documentation and paperwork are filled out correctly and submitted before the deadline.
- Update clients on the status of their file and ensure all parties understand the process.
- Assist clients in difficult situations such as foreclosure, separation, or divorce to sell their house and navigate the legal process when necessary.
- Other tasks include: scheduling meetings, attending court with clients currently in foreclosure, managing tight deadlines, making sure house sales close on time, problem-solving client issues, and running other basic errands.

**2015-2017**

Head Office Manager/ Project Leader  
Total Service Mortgage, Calgary, AB

- Assisted clients to understand the process of obtaining a mortgage and ensured they knew what progress had been made.
- Collected the appropriate documentation and ensured all details were correct to ensure supreme accuracy before supplying to a lender.
- Coordinated multiple files at once.
- Maintained a positive relationship with clients, realtors, and lawyers.
- Other duties included organizing files for the accountant, facilitating payroll, ensuring company files were organized, kept company resources up to date, basic marketing, scheduled team meetings, meetings with lenders, and client's meetings.

**2017**

Server  
The Winston Golf and Country Club, Calgary, AB

- Opened the restaurant regularly and worked with minimal supervision.
- Managed large groups of clients and ensured company standards were adhered to.
- Managed time to ensure that all required tasks were completed each day.
- Managed relationships with club members and tournament coordinators by learning their names quickly, remembering their preferences, and ensuring all of their needs are met to ensure they received the best customer service.

## **RESEARCH**

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### **Work in Progress**

Malach, Sandra & Bishop, Amber, Survey Scandal: An Ethical Decision, intended submission to Ivey Business School Cases

### **Research Plan**

Governance in the Alberta Real Estate Industry, intended submission to Ivy Business School Cases

Golf Course Architecture and Construction, New Business Legal Issues, intended submission to Ivy Business School Cases

## **SERVICE**

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**2016 – 2020**                      Civil Claims Duty Counsel & Queen’s Bench Amicus  
Pro Bono Students Canada & Pro Bono Law Alberta, Calgary, AB

- Volunteer frequently in either the morning or afternoon shift getting a wide array of exposure in various civil matters including landlord tenant, foreclosure, bankruptcy, judgement enforcement, and garnishee summons.
- Morning shifts involve assisting unrepresented people in Masters’ or Justice Chambers.
- Afternoon shifts involve ensuring all clients fill out the appropriate forms, making sure that meetings do not go over time, and obtain feedback from clients for the organization.
- Triage clients by briefly listening to their cases and assessing the complexity.
- Manage meeting time to ensure each client has an opportunity to speak with a lawyer and stood matters down to ensure that no one’s court appearance was missed.
- Working and coordinating clients with the other student volunteers to ensure effective and valuable client interactions.

**2016-2018**                      Black Stone Debate  
Faculty of Law, University of Calgary, Calgary, AB

- Recruited several volunteer judges for the debate.
- Facilitated the orientation and briefing of judges prior to the debate.
- Filled in as a judge and time-keeper when one was unable to attend.
- Assisted in organizing the rooms, scheduling the teams, recruiting other volunteers, and problem solving for the debate.

**2013-2014**                      Elections Appeal Board  
Mount Royal University, Calgary, AB

- Sat on the Board that hears all election appeals that come through the student association.
- Listened to the arguments of the students and assessed whether or not the election results were valid.

## **AWARDS**

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### **Academic**

**2013, 2014, 2015 & 2016** Mount Royal University Dean's Honor Roll

**2015** Mount Royal University Presidents Honor Roll

### **Volunteer**

**2019** Pro Bono Law Alberta Distinguished Volunteer Award

### **Scholarships**

**2020** Access to Justice Award (\$10,000)

**2017** Haskayne School of Business MBA Entrance Scholarship (\$5000)

**2016** Alberta Law Foundation Bursaries (\$4000)

**2016** Differential Tuition Bursary Faculty of Law (\$5000)

**2015** Sam and Betty Switzer Foundation Bursary (\$5000)

**2014 & 2015** Jason Lang Scholarship (\$1000)

**2014** Dr. Fred A. Miles Memorial Scholarship (\$500)