

Brittany Buna

EMPLOYMENT HISTORY

League and Williams

Associate

Victoria, BC
October 31, 2022 - Present

Sheikh Law

Associate

Victoria, BC
August 15, 2022 - Present

Practice Area: Employment and labour law and general litigation.

- Preparing court documents, including, not limited to, Notices of Civil Claim, Responses to Civil Claim, List of Documents, Notices of Applications, Notices to Admit, Trial Briefs, and Bill of Costs.
- Engaging with clients and interviewing to understand their complaints and issues regarding termination.
- Engaging with experts in the medical field to extract information to support Judicial Review Petition.

Virgin Hickman

Associate

Vancouver, BC/Remote
Feb 18, 2020 – Aug 15, 2020

Practice Areas: ICBC defence, Public Guardian and Trustee litigation, and general civil litigation.

- Preparing court documents, including, not limited to, Notices of Civil Claim, Responses to Civil Claim, List of Documents, Notices of Applications, Notices to Admit, Trial Briefs, and Bill of Costs.
- Efficiently review and analyze file status in order to prepare and conduct examinations for discovery, chambers applications and trial.
- Demonstrates professional verbal and written communication skills while dealing with the clients, members of the firm, opposing counsel and judicial members (or if you can think of a better work for people within the court).
- Manage and maintain between 150 and 175 ICBC defence files at all difference phases in litigation.
- Assisting senior counsel by providing factums, memorandums, and opinion pieces.

Lambert Law

Articled Student

Victoria, BC
Jan 18, 2019 – Jan 18, 2020

- Prepared chambers applications and supporting affidavits for civil litigation and family files.
- Prepared for and attended a medical malpractice jury selection.
- Provided client opinion letters in the areas of slip and fall, commercial negligence, and family.
- Maintained files in a variety of practice areas such as personal injury, family, wills and estates, real estate, professional negligence, and general litigation.

Lambert Law

Law Student

Victoria, BC
Summer 2017 & 2018

- Collected and reviewed supporting documentation such as medical records, wage loss information, subrogation information and receipts in order to prepare and draft settlement packages for client's claims.
- Effectively corresponded daily with clients, insurance adjusters, experts, and counsel.
- Conducted all client intake services and new client interviews.
- Researched case law using databases such as LexisNexis, CanLII, and Westlaw.

FAST Enterprises

Human Resources/Recruiter

Vancouver, BC
May 2014 – May 2016

- Managed all phases of recruitment, from defining hiring management needs, posting available positions, and conducting in-person interviews.
- Researched and recommended new sources of candidate recruiting.
- Hosted and lectured at on-campus classroom and provided campus wide information sessions.
- Built and managed social media networks.
- Conducted over 500 in-person interviews per year.

EDUCATION

Qualified Arbitrator

ADR Institute of Canada

Online
June 2022

Thompson Rivers University Juris Doctor	Kamloops, BC Sept 2016 – Jan 2019
EBS Universität für Wirtschaft und Recht (EBS Business & Law School) Summer School	Wiesbaden, Germany June 2017
California State University, Fresno Bachelor of Business Administration, Human Resources	Fresno, CA 2010 – 2014

HIGHLIGHTS AND QUALIFICATIONS

Law Society of British Columbia Good standing member of the Law Society of British Columbia	2020 – Present
Fresno State Dean's List and President's List Annual Recipient <ul style="list-style-type: none">Maintaining a GPA of 3.5 and above per semester	2011 – 2014
United States Swimming and Diving Western Athletic Conference All-Academic Scholar <ul style="list-style-type: none">Maintained at least a 3.25 GPA and participated in at least 50 percent of their team's events.	2010 – 2014

STUDENT LEADERSHIP EXPERIENCE

Canadian Journal of Comparative and Contemporary Law Student Editor	Fall 2018
Thomson Reuters School Representative	Aug 2017 – May 2018
Canadian Bar Association Alternative Dispute Resolution Student Representative <ul style="list-style-type: none">Write and post articles regarding my experience learning about European laws and regulationsRepresent the interests and opinions of the students attending law school	2016 – 2017
Fresno State Swim Team Member	2010 – 2014

COMMUNITY & VOLUNTEER EXPERIENCE

RENT SMART Board Member	Victoria 2021 – Present
YMCA/YWCA Fitness Volunteer	Victoria & Kamloops, BC 2018 - 2020

INTERESTS

- Avid Tour Guide:** Enjoys planning and organizing new travel designations for family and friends.
- Adventuring outdoors:** Enjoys finding new hikes and trail runs to do on the weekend or after work.
- Podcast junkie:** Seeks out educational and interesting podcasts and listens to them daily.
- Amateur muffin baker:** Always finds time to bake a dozen muffins for family and friends.

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- **Activity enthusiast:** Spends time running, cycling, walking, and kayaking.