

# DEVRY SMITH FRANK *LLP*

## Lawyers & Mediators



## EMMA BENNET

Areas of Practice: Paralegal

Emma Bennet joined Devry Smith Frank LLP as a paralegal in 2023 and is a highly skilled and detail-oriented professional with a passion for the legal field.

Before joining Devry Smith Frank LLP, Emma worked at Suite Excel Collections Canada Inc, where she honed her legal skills. In her role there, Emma worked remotely with minimal supervision, drafting letters and filing court/tribunal documents. She also attended hearings/tribunals for the Landlord and Tenant Board, advocating on behalf of clients. Emma's administrative duties included answering queries via phone and email, arranging posts and deliveries, and maintaining organization systems to ensure everything was accurate. She was also responsible for managing a set of clients by assessing, providing, and completing the documentation of the service and monitoring any updates. Emma always met strict deadlines with court documents and hearings to ensure a high service level.

At Devry Smith Frank LLP, Emma provides essential support to the firm's lawyers and clients. She manages case files, drafts legal documents, and conducts legal research. Emma also organizes and schedules meetings and corresponds with clients and other stakeholders. With her exceptional organizational skills and attention to detail, Emma ensures that all tasks are completed accurately and on time. She has a strong work ethic and is committed to delivering high-quality work that meets the needs of the firm's clients.

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