Simone Achterberg

Licensed Paralegal | Paralegal Student, Field Placement

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PROFESSIONAL SUMMARY

Licensed paralegal with a Law Society of Ontario P1 licence and a field placement at a tenant-side legal clinic. Prepares Small Claims Court pleadings and Landlord and Tenant Board applications, keeps tight deadline calendars and explains procedure to clients in plain language. Looking to grow in a firm handling small claims, tribunal and provincial offences matters.

EXPERIENCE & PROJECTS

Danforth Legal Services Professional Corporation · Toronto, ON **Jun 2026 — Present**

Licensed Paralegal

- Draft Small Claims Court plaintiff's claims, defences and settlement conference briefs for a caseload of about 35 open files under the guidance of a senior paralegal.
- Track limitation dates, filing deadlines and hearing dates in Clio for every file, sending weekly reminders to the firm's licensees.

Eastside Tenant Legal Clinic · Toronto, ON **Jan 2026 — Apr 2026**

Paralegal Student, Field Placement

- Interviewed tenants facing eviction applications and prepared Landlord and Tenant Board filings and evidence packages for supervising lawyers and paralegals.
- Researched recent Board decisions on CanLII for maintenance and rent abatement issues, summarizing findings in short memos.
- Organized clinic intake records and created a checklist for hearing preparation that later students continued using.

Moot hearing, Small Claims Court practice

- Prepared and argued a mock motion to set aside a default judgment, including the affidavit, factum and book of authorities.

EDUCATION

Diploma, Paralegal (Law Society accredited) **2026**

Lakeshore Polytechnic College

SKILLS

Technical: Small Claims Court procedure, Landlord and Tenant Board, Provincial offences, Drafting claims and defences, Legal research (CanLII), Tribunal e-filing, Client interviews, Clio Manage, Docketing and limitation dates, Evidence briefs, Microsoft Word and Excel, Portuguese (conversational)

Certifications: Paralegal Licence (P1), Law Society of Ontario