Jackson Boyle

 685 Doon South Drive, Kitchener ON.

 JacksonBoyle2000@gmail.com

 **EDUCATION**

Grand River Collegiate Institute  **September 2014 – May 2019**

 Paralegal Diploma – Trios College  **January 2024- February 2025**

* Graduated with Honours

WORK EXPERIENCE

 KASTNER KO LLP

 Law Clerk Internship **January 2025 – February 2025**

* Conducted legal research on a multitude of areas of law, such as labour, employment, and human rights.
* Further research on policy and procedure such as that of the Ontario Labour Relations Board.
* Attended client consultations and meetings.
* Attended hearings and mediations before the Ontario Labour Relations Board.
* Assisted on the drafting of pleadings and opinion letters.
* Miscellaneous organizational work on client documents and files.

UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA February 2023 – October 2023

Legal assistant

* Conducted extensive legal research on labour law matters.
* Attended arbitration with union house counsel.
* Drafted correspondence and other legal documents.
* Assisted in preparation for mediation and arbitration at the Ontario Labour Relations Board.

UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA Local 785

 Administrative assistant November 2022 – February 2023

* Contacted members with updates of training dates and member meetings at the union hall
* Assisted other office staff in drafting various documents for union members.
* Conducted interviews at the union hall for potential members seeking unionized employment
* Shadowed and assisted the business representative in conducting member meetings at job sites along with various other duties.
* Prepared the union hall for the weekend training, both in class, and in the shop.

HOME HARDWARE DISTRIBUTION April 2022– September 2022

Order Picker

* Picked orders using a mini–Pallet Forklift to be brought to shipping area, to then be shipped to various Home Hardware stores.
* Occasionally moved to shipping and loaded completed orders onto trailers.
* Picked orders of every kind, ranging from orders only containing small plumbing material, others that consisted of tile and cement, to orders that consist of multiple outdoor sheds.

ALBION UNDERGROUND INC.

General Labourer September 2018 – December 2024

* Was part of a small directional drilling company whose primary focus was getting fiber optic cable to homes in subdivisions and rural areas.
* Trenching holes with mini excavator in order to connect the main line of fiber optic cable to telecommunication pedestal enclosures on properties.
* Assisting the drill operators in any capacity needed.