**Roman Kandrashyn**

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(438) 404-4372
Ottawa, Ontario

**PROFILE**

* A total of six years of experience in a governmental, administrative and law-related field.
* Experienced with a union-employee relations and acted as the primary contact, reviewed all inquiries, concerns and needs of the unionized employees, and responded, liaised and disseminated information promptly
* Drafted and signed over 300 contracts per year
* Trained, supervised, coached and coordinated over 100 employees in terms of following legal procedures.
* Percentage of wins in a court was 85-95% (may vary from year to year)
* Prepared answers and reviewed approximately 80-120 complaints per year
* Drafted over 700 various legal documents per year and supervised even more
* Fluent in English, Ukrainian, Russian
* Skills: Discretion, Attention to detail, Problem-solving, Confidentiality, Mediation, Office administration, Communication and teamwork, Customer service, Strategic Planning, Leadership, Budgeting, Microsoft Office, Electronic document management systems
* Arrived in Canada in 2022 and holding an open work permit (valid for 3 years)

**EDUCATION**

**Law (Master’s Degree)** Jun 2016

Taras Shevchenko National University of Kyiv • Kyiv, Ukraine

**Law (Bachelor’s Degree)** Jun 2013

Taras Shevchenko National University of Kyiv • Kyiv, Ukraine

**PROFESSIONAL EXPERIENCE**

**Chief Specialist in the Legal Department** Aug 2021 - Aug 2022

Kherson Regional State Administration • Kherson, Ukraine

(Similar to the Head of the executive branch in the Province)

* Compiled legal expertise and wrote legal opinions
* Advised clients of their legal rights and all matters related to law
* Performed administrative and management functions related to the practice of law
* Participated in the lawmaking process in the provincial government, drafted various bills in order to introduce them to the local Parliament, prepared proposals for improvement of local legislation
* Provided guidance and coordination of legal work between various governmental departments

**Head of the Legal Support Sector** Nov 2020 - Aug 2021

The Main Service Center of the Ministry of Internal Affairs • Kyiv (Kherson filial), Ukraine

(Similar to Service Canada or Service Ontario)

* Note: This was a promotion for the job below. Therefore, I have not included job duties here to avoid duplicating them.

**Specialist in the Legal Support Sector**  Sep 2016 - May 2020

Regional Service Center of the Ministry of Internal Affairs in Kherson • Kherson, Ukraine

(Similar to Service Canada or Service Ontario)

* Drafted affidavits, lawsuits, appeals, reports, judicial resolutions and general documents, including legal correspondence, and organizing and maintaining records in paper or electronic filing system, organizing documents, files
* Monitored changes in legislation and trained employees on new legal procedures
* Reviewed internal documents in order to bring them into compliance with the law
* Supervised compliance with the law by subordinate structural units also participated in various inspections and commissions
* Advised clients of their legal rights and all matters related to law
* Performed administrative and management functions related to the practice of law
* Resolved conflicts and claims that arose during the interaction between the state and clients
* Provided representation of interests of the state body in courts
* Was responsible for concluding contracts for the maintenance of a government agency

**State Executor** (Similar to Bailiff) Sep 2015 - Mar 2016

Main territorial department of justice in Kherson region • Kherson, Ukraine

* Served writs of execution by seizing and selling property and distributing the proceeds according to court decisions
* Applied various coercive measures to debtors based on court decisions
* Located the property and made seizures and removals

**OTHER EXPERIENCE**

**Frontliner** Jun 2022 - Present

New York Fries • Ottawa, Ontario

* Food preparation and customer service
* Cash handling procedures, operation of a cash register

**VOLUNTEER EXPERIENCE**

**Legal assistant**
(Regional Service Center of the Ministry of Internal Affairs in Kherson) Apr 2016 – Aug 2016

**Law clerk**
(Main territorial department of justice in Kherson region) Jun 2015 – Aug 2015

**Judge assistant** (Internship)
(Kherson City Court • Kherson, Ukraine) May 2014 - July 2014