
CIVIL LITIGATION LAWYER

KEY LEGAL PRACTICE CONTRIBUTIONS

- ✓ Led tort mediation openings (accompanied by Principal) and advised clients on prospects of settlement and options regarding trial. All mediations led were successful and settled. Received commendations from mediator and opposing adjusters and defence counsel.
- ✓ Drafted motion materials, filed with court, and attended Superior Court motions as an articling student both on consent/unopposed and contested; won or settled all assigned contested motions.
- ✓ Attended Examination for Discovery ("ED") with Plaintiff clients without Principal and Defendant ED as observer for liability; reported to principal upon conclusion. Received commendations from opposing defence counsel.
- ✓ Led Accident Benefits ("AB") department as a paralegal with carriage of 100+ files and achieved a combined settlement total of \$567,689+ for Non-Cat. & MIG claims in less than a year. Continued settlement during articling and expanded settlement of files in Tort as well as AB totaling \$230,696+ combined.
- ✓ Led legal department for contracts administration and provided high level support to Managing Director; contributed to/enhanced the QA system, as required while working to company procedures and processes.
- ✓ Drafted pleadings, correspondence and court materials; implemented FormToolPro software in firm to create autofill templates for completing tasks over 70% faster and with significantly more accuracy.

EMPLOYMENT HISTORY SUMMARY

LAWYER	Siganporia Law Firm (Toronto, ON, Canada)	September 2018 - Present
STUDENT-AT-LAW	Siganporia Law Firm (Toronto ON, Canada)	June 2017 – September 2018
CONTRACT ADMINISTRATOR	Omnii Consulting Engineers (Milton QLD, Australia)	May 2016 – Dec. 2016
MARKETING COORDINATOR	East Coast Lawyers (Robina QLD, Australia)	June 2014 – Dec. 2015
PARALEGAL	Siganporia Law Firm (Toronto ON, Canada)	June 2012 – Feb. 2016
LEGAL ASSISTANT	Bell Temple LLP (Toronto, ON, Canada)	Jan. 2011 – Nov. 2011
FOOD & BEV. SUPERVISOR	Credit Valley G&C Club (Mississauga, ON, Canada)	April 2004 – Nov. 2011
BANQUET CAPTAIN		
ASSIST. BANQUET CAPTAIN		
INTERNSHIPS	Skapinker & Shapiro LLP (Toronto, ON, Canada)	July 2008 – Sept. 2008
	Rosenblatt Associates (Toronto, ON, Canada)	July 2007 – Nov. 2007
	Henshell Law Office (Burlington, ON, Canada)	April 2007 – Sept. 2007

EDUCATION SUMMARY

Call to the Ontario Bar	September 28, 2018	
MSc of Enterprise Risk Management	Boston University (Boston MA, United States)	in progress
Professional Legal Training Diploma	Bond University (Gold Coast QLD, Australia)	2017
Juris Doctor of Law	Bond University (Gold Coast QLD, Australia)	2015
Honors Bachelor of Arts - Leadership	Wilfrid Laurier Univ. (Brantford, ON)	2013
College Diploma - Court & Tribunal Agent	Sheridan College (Brampton, ON)	2010

OTHER KEY CONTRIBUTIONS

- ✓ Designed and delivered marketing materials including expressions of interest, consultant submissions and proposals, leading to the acquisition of key project engagements.

- ✓ Took charge of social media marketing via Facebook, Pinterest and Google+, leading to significantly noticeable increase in traffic to the law firm web page; Initialized cold-calling and networking opportunities to achieve branding results such as becoming a legal article contributor to Motorbike Writer Magazine.¹

- ✓ Made significant efforts in SEO organic results, as well as web copy for PPC advertising, resulting in top 5 search engine rankings that established beneficial leads and new clients; liaised with marketing and SEO service provider to optimize marketing efforts and minimize costs.

- PROFESSIONAL LEGAL SKILLS SUMMARY -													
<p style="text-align: center; margin: 0;"><u>AREAS OF LAW</u></p> <ul style="list-style-type: none"> ✓ Ontario Personal Injury (three years - Plaintiff & Defence) ✓ Australian Construction Contracts (one year) ✓ Criminal Law – Summary Convictions (one year) ✓ Family Law (college internship) ✓ Real Estate (college internship) ✓ Immigration (college internship) ✓ Debtor Law (college internship) 	<p style="text-align: center; margin: 0;"><u>LAW OFFICE ADMINISTRATION</u></p> <ul style="list-style-type: none"> ✓ Legal Case Research & Summaries ✓ Superior Court Filing & Process Serving ✓ Initial Client Intake/Interviews ✓ Drafting Client Letters, Legal Opinions & Client Reports ✓ Maintaining Databases and File Management System ✓ Managing Lawyer Calendar and Scheduling ✓ Medical File Review & Summaries 												
<p style="text-align: center; margin: 0;"><u>ADVOCACY IN SUPERIOR COURT</u></p> <ul style="list-style-type: none"> ✓ Argued Civil Interlocutory Motions as Student-at-Law ✓ Led Tort Mediations as Student-at-Law ✓ Attended ED for Plaintiffs as Student-at-Law ✓ Advocated in Examination for Discovery ✓ Observed Dismissal Motions with Principal 	<p style="text-align: center; margin: 0;"><u>COURT & TRIBUNAL DOCUMENT DRAFTING</u></p> <p style="margin: 0;">Including but not limited to:</p> <ul style="list-style-type: none"> ✓ Superior Court Pleadings, Affidavits & Documents ✓ Superior Court Mediation Briefs ✓ Superior Court Motions Materials ✓ Insurance OCF Forms ✓ FSCO/LAT Applications 												
<p style="text-align: center; margin: 0;"><u>ADVOCACY IN TRIBUNAL</u></p> <ul style="list-style-type: none"> ✓ Advocated in Examination Under Oath (FSCO) ✓ Advocated in Pre-Arbitration (FSCO) ✓ Attending and Negotiating in Mediation (FSCO) 	<p style="text-align: center; margin: 0;"><u>LEGAL SOFTWARE</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">✓ ESILaw</td> <td style="width: 25%;">✓ PCLaw</td> <td style="width: 25%;">✓ Lighthouse</td> <td style="width: 25%;">✓ ACL</td> </tr> <tr> <td>✓ Teraview</td> <td>✓ Conveyancer</td> <td>✓ DivorceMate</td> <td></td> </tr> <tr> <td>✓ FormToolPro</td> <td>✓ Primafact</td> <td></td> <td></td> </tr> </table>	✓ ESILaw	✓ PCLaw	✓ Lighthouse	✓ ACL	✓ Teraview	✓ Conveyancer	✓ DivorceMate		✓ FormToolPro	✓ Primafact		
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¹Samples can be reviewed at <https://motorbikewriter.com/?s=Kristoffer>



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289-290-4380
info@garridomediation.com

September 22, 2018

To Whom It May Concern:

Kristoffer Diocampo, a recently-called lawyer, has asked me to write a letter of recommendation on his behalf, and it is with much enthusiasm that I do so.

I have been a lawyer for over two decades, having been called to the Bar in 1995, and have practiced exclusively in the field of litigation for my entire career. For the past two years, I have worked as a mediator and have had conducted well over 100 mediations to date.

I recently had the pleasure of mediating a matter in which Mr. Diocampo acted as lead counsel. I was impressed with the way Mr. Diocampo conducted himself during the course of the mediation. His opening was concise and directed, and his advocacy on the part of his clients was impassioned while at the same time remaining courteous and professional. He demonstrated an impressive knowledge of the file, and was extremely effective throughout the negotiation process.

After the conclusion of the mediation, both I and opposing counsel (a senior partner at a leading Toronto firm) commented on Mr. Diocampo's advocacy, and agreed he demonstrated knowledge and abilities beyond his years and experience.

I have no doubt that Mr. Diocampo would make a valuable addition to any firm or organization he chooses to work with, and would not hesitate to recommend him. If you have any questions, I would be happy to discuss this further.

Yours very truly,

A handwritten signature in black ink, appearing to read "Gustavo Garrido", is written over a light gray rectangular background.

Gustavo Garrido
Mediator/Owner



08 March 2016

TO WHOM IT MAY CONCERN

Re: Kristoffer Diocampo

Kristoffer Diocampo was employed at East Coast Lawyers from 10 June 2014 until 23 December 2015. Kris was employed on a casual basis in the position of Marketing Coordinator.

Kris' primary responsibility was writing content, articles and blogs for our various websites. This content played an integral part in East Coast Lawyers gaining exposure in google listings and in turn generated many beneficial leads. Kris was consistently able to work and meet deadlines set by management and our SEO provider

Kris has a very good understanding and knowledge of search engine optimization (SEO). This knowledge and understanding enabled him to work closely with our online marketing and SEO service provider in ensuring that our online marketing was running efficiently and productively.

Kris was also responsible for managing and promoting our brand awareness through our Facebook Page. During this time Kris used his initiative and creativity to pitch a number of advertising campaigns which resulted in a noticeable increase in traffic to our page.

Kris is a very friendly and outgoing person who worked well within our team.

We wish Kris all the best in completing his studies and his future in Law.

Yours sincerely,
EAST COAST INJURY LAWYERS

Sean Delpopolo
Managing Director
Qld Law Society Accredited Specialist
Personal Injuries Law



your future protected

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servicing all of queensland

motor vehicle accidents · work accidents · serious injury claims · public liability claims · total & permanent disability claims
Individual liability limited by a scheme approved under professional standards legislation (personal injury work exempted)

East Coast Lawyers Pty Ltd ACN 128 106 794 ATF East Coast Lawyers Trust ABN 89 744 121 564