



## Angela Hubble, Paralegal

### Edmonton

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### Overview

Angie Hubble has extensive experience in a supervisory role, mentor to law students and senior corporate records management.

Angie's experience and responsibilities include:

- Annual return and corporate minute book maintenance
- Alberta Corporate Registries CORES Level 3 accredited user
- Facilitate mentoring junior paralegal and corporate records administrative clerks
- Provide support to business group lawyers with:
  - Corporate resolutions
  - Incorporation
  - Articles of amendment
  - Tax driven corporate reorganizations, including organization of transactions
  - Document preparation
- Direct client contact and communications with counter-part paralegals in 3<sup>rd</sup> party law firms regarding corporate files and Alberta registrations
- Client management paralegal in the Indian Residential Schools department:
  - Meeting with clients
  - Historical personal information intake
  - Document requests
  - Medical and document summarizations
  - Client support at individual hearings

### Outside the Office

Since 2009, Angie has been actively teaching Pilates. She is also a MELT and somatics instructor and teaches workshops throughout the Edmonton area.

### Community

Author + Presenter, Legal Education Society of Alberta - Role of Paralegal in Compliance and Corporate Governance, March 11, 2009-March 16, 2009  
President + Secretary, Edmonton Dragon Boat Racing Club, 2002-2009  
Coach, Breast Friends of Edmonton, 2002-2014  
Volunteer Coordinator, Edmonton River Valley Clean-Up, 2005-2009

### Services

Compliance + Corporate  
Governance  
Business

### Education

University of Alberta Extension ,  
2010, Management Development  
Retter Business College, 1986, Legal  
Secretarial Studies  
Sir Wilfrid Laurier Collegiate  
Institute, 1985, Secondary School  
Graduation Diploma