

GHITA MOYLE

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EDUCATION

Professional Practice Course (PPC) Oxford Brookes University - Distinction	September 2021-May 2022
LLB (Hons) Law Degree University of Liverpool - 2:1	September 2018-June 2021
Paralegal College Degree La Cité Collégiale (Ottawa)	September 2010-April 2012
Programme Art et Lettres Profil Langues Montmorency College (Laval)	September 2007-June 2008
High School Diploma Curé-Antoine-Labelle (Laval)	September 2004-June 2006

PROFESSIONAL EXPERIENCE

Ogier <u>Paralegal</u> Articled Clerk	October 2021-July 2022 July 2022-January 2024
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- Conduct in-depth legal research on relevant statutes, case law, and regulatory frameworks applicable to various cases
- Analyze and summarize legal precedents to assist in case strategy development
- Prepare, review, and draft legal documents, including pleadings, affidavits, and legal advice
- Ensure accuracy and compliance with local laws and regulations
- Facilitate communication with clients to gather information, provide updates on case/transaction progress, and address inquiries
- Draft correspondence to clients, opposing counsel, and other relevant parties.
- Manage the preparation and filing of court documents
- Assist in coordinating and attend court hearings
- Conduct thorough document reviews for due diligence purposes in corporate transactions
- Identify and highlight potential legal risks and issues
- Monitor changes in local laws and regulations and prepare internal and client updates
- Provide support in various legal transactions, including mergers and acquisitions and financial transactions
- Draft legal opinions relating to various finance transactions
- Contribute to the development of legal knowhow materials
- Assist in the management of administrative tasks within the firm, including billing and conducting due diligence
- Review and prepare documents relating to various fund vehicles

Intertrust Group <u>Paralegal</u>	February 2021-ongoing
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- Responsible for management of core projects involving various regulatory aspects of internal business
 - Streamline Beneficial Ownership data collection and processes
 - Review and update of data collection systems for Economic Substance
 - Review and update of standard agreements and terms of service
- Drafting and reviewing policies and procedures in relation to onboarding, Economic Substance and Beneficial Ownership

- Drafting and reviewing an array of standard template documents such as onboarding documents, client forms, logic data forms and agreements
- Review of internal multi-level corporate structures to promote operational and cost efficiency

**Harneys Fiduciary (Cayman) Limited &
Harneys Westwood & Riegels
Paralegal**

May 2015-December 2020

General Counsel Paralegal

- Assist with management of corporate governance of in-house entities
- Prepare board meetings, collate board packs and communicate board meeting details to directors and shareholders
- Ensure all in-house entities' compliance with laws and regulatory requirements
- Review legal and regulatory obligations, implement operational plan to ensure compliance and ongoing monitoring
- Prepare regulatory applications and legal documents for incoming or outgoing directors and shareholders including resolutions and board meeting minutes
- Draft incorporation legal documents such as memorandums & articles of association and resolutions
- Draft legal notes and knowhow memos regarding various subjects including shipping, directorships and liquidations
- Track legislative and regulatory changes and update clients on their obligations including changes in relation to significant jurisdictional amendments such as the Private Funds Law, Beneficial Ownership Regime and Economic Substance
- Review various templates and standard documents to ensure they are compliant with legislation and regulations
- Draft and review service agreements
- Lead and assist with special projects
 - Implementation of Beneficial Ownership Regime
 - Implementation of Economic Substance requirement
 - Updates in relation to GDPR and Data Protection
 - Internal Know-how data base review and migration
- Review regulatory requirements and draft internal policies and procedures

Litigation Paralegal

- Arrange and supervise court document filings on behalf of the litigation team in Civil and Financial Services Divisions of the Grand Court and Court of Appeal
- Prepare bundles and materials ahead of interlocutory hearings and trials
- Attend court hearings and take attendance notes
- Conduct research on various legal and administrative matters
- Draft affidavits, orders and various court documents
- Liaise with court staff and manage logistics for hearings and trials
- Draft and process work permit and court applications in relation to barrister's admission
- Maintain a relationship with registrar and court staff to enable constructive working relationships where urgent applications and listings were required by attorneys

**HSM Chambers
Debt Collection Paralegal (fixed term contract)**

February 2015-May 2015

- Draft initial and follow up correspondence to clients and debtors
- Draft summary court forms to initiate legal action

- Arrange filings and service of court documents
- Open and structure files
- Meet with clients and debtors

Ogier

September 2014-January 2015

Litigation Paralegal

- Conduct research for various matters
- Assist with debt recovery matters
- Attend to court filings and keep court proceedings list updated
- Assist in the preparation of trials
- Maintain and assist with legal database
- Keep an up to date database of unreported judgments

Higgs & Johnson

April 2014-August 2014

Paralegal (temporary project assignment)

- Assist attorneys in preparing for trials and court proceedings
- Identify appropriate laws, judicial decisions, legal articles, and other materials for assigned cases
- Prepare written legal research reports
- Assist in the preparation of legal arguments
- Assist attorneys prior to and during trials
- Organize and track files to make them available and easily accessible to attorneys

CazaSaikaley s.r.l./LLP

September 2012-November 2013

Paralegal

- File court documents at different court levels such as Supreme Court of Canada, Court of Appeal for Ontario, Superior Court of Justice of Ontario, Small Claims Court, Divisionary Court, Other administrative tribunals (Humans Rights Commission, Ontario Labour)
- Draft pleadings
- Conduct legal research and produce reports
- Assemble court documents
- Meet with clients for initial consultations or for follow-ups
- Keep an up to date database system of all files
- Draft, review and process correspondence

Jacques Cote Law Office

April 2012-August 2012

Paralegal Summer Student

- Draft correspondence to clients and attorneys
- Arrange closings for real estate and will and estates transactions
- Conduct legal research mainly on real estate and will and estates transactions
- Produce research reports
- Meet with clients to receive instruction or for follow ups
- Assist with drafting of wills
- Draft powers of attorney

VOLUNTEERING & EXTRACURRICULAR ACTIVITIES

I have since a young age always been socially aware and active as a volunteer. At 7 years old I was volunteering at the local community YMCA and at 15 years old I volunteered in municipal day camps with children.

In addition to volunteer work I also love being active and often take part in various athletic events. Whilst working with Harneys I have taken part in the annual Intertrust Marathon, the Off the Beaten Track relay and the Cross-Island relay.

Since I have joined Ogier I have been part of the Diversity, Equity and Inclusion committee. As a member of the committee we have assisted with the planning of several internal educational workshop and fundraisers for different charities.

I was also part of the first cohort of volunteers with the Cayman Islands Legal Assistance Clinic. My role with the clinic involved meeting with clients, taking notes, addressing concerns which could be addressed during the first meeting, undertaking research and providing legal advice with the assistance of a senior attorney. This is something that is very dear to my heart and I look forward to soon being able to provide assistance to the Clinic as an attorney.

Truman Bodden Law School - Student/Liverpool Representative

As a Liverpool Student representative my responsibilities include engaging with students to collect constructive feedback which is then disseminated to members of management at TBLS and at University of Liverpool.

As a member of the Student Society I have been heavily involved in the day to day operations of the Society. I have spearheaded the organisation of various events such as the Annual 5K run and the Annual Gala. I have also organised student driven social events and opportunities for students to network with members of the legal industry.

NCVO - Director & Volunteer - 2018-2020

In acting as a Director on the NCVO's board of directors, my main duties consisted of providing legal assistance on various matters. This mainly involved the re-drafting and updating of the corporate governance model and the surrounding operational requirements. I have since moving on Island been involved with the foster home mainly by organising activities with the kids such as cooking classes. I have also organised an annual toy drive for the kids every year since 2014.

Harneys Corporate Social Responsibility Committee - Member/Volunteer 2015-2020

Attend and organise most volunteering events sponsored by Harneys, this includes volunteering with the Special Olympics Cayman Islands, the Cayman Islands Humane Society, the NCVO and on National Earth Day.

LINGUISTIC SKILLS

- English - Fluent, spoken and written
- French - Fluent, spoken and written
- Arabic - Fluent, spoken and written
- Spanish - Intermediate, spoken and written

References available on request.