

# Ivan Mitchell Merrow J.D., M.B.A., B.A.

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[www.ivanmerrow.com](http://www.ivanmerrow.com)

## EDUCATION AND AWARDS

### *Juris Doctor*

September 2011 – January 2015

Faculty of Law, Queen's University

- *McCarthy Tetrault LLP Scholarship in Legal Ethics* (2015)
- *C. Thomas Asplund Memorial Award* (2015): awarded annually to a second or third year student for outstanding work in the area of legal ethics
- *Highest standing in Legal Ethics & Professionalism* (2014)
- *The Beresford-Knox Scholarship in Law* (2011): awarded annually to an outstanding psychology graduate entering into law.

### *Master of Business of Administration*

May 2013 – June 2014

Smith School of Business, Queen's University

- *Beta Gamma Sigma Admission* (2014): awarded to students in top 10% of an MBA class.
- *Derek Russell Award for Excellence in Operations & Information Technology* (2014): awarded to a Queen's MBA student for academic excellence and demonstrated leadership.

### *Bachelor of Arts, Honours Psychology & Business Co-op*

September 2006 – June 2011

University of Waterloo

- *Heidi-Thiessen Memorial Award for Student Writing* (2009): recognizes undergraduate students from Ontario universities that demonstrate outstanding work in technical communication.

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## LEGAL EXPERIENCE

### *Articling & Summer Student*

May 2015 – June 2016; May 2014 – August 2014

Devry Smith Frank LLP, North York, Ontario

- Performed legal research for corporate, civil litigation, insolvency, insurance, municipal, planning, and tax lawyers.
- Presented on “Legal Issues in Public Construction” at the Federated Press’s 6<sup>th</sup> Annual Procurement Law Course in September 2015.
- Drafted statements of claim, discovery plans, correspondence, facta, and motion materials for litigation in the Superior Court of Justice and the Court of Appeal for Ontario.
- Attended the Superior Court of Justice on contested, uncontested, and consent motions.
- Carried small claims court files: assisted in initial client interviews, set client expectations, drafted and filed claims, set tickler reminders, reviewed pre-bills, negotiated at settlement conferences, and followed up on unpaid bills.
- Marketed firm’s legal services by writing articles and developing a positive online presence.
- Negotiated with opposing counsel by written correspondence, telephone, and in person at settlement conferences.

## RELEVANT WORK EXPERIENCE

### *Project Management Intern*

September 2010 – December 2010

General Dynamics Canada, Ottawa, Ontario

- Liaised with in-house counsel, I.T., staff, and management to modernize procurement and contract review process using Microsoft SharePoint.
- Launched a presentation about binding contracts with lawyer to reduce future breach risk.

### *Consultant Liaison Intern*

May 2009 – August 2009

SOMOS Consulting Group, Ottawa, Ontario

- Drafted a fully compliant request for proposal (R.F.P.) response to capture a major federal public-sector client contract valued at over \$100,000.
  - Built relationships with bid-compliant consultants to match them with target R.F.P.'s.
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## COMMUNITY INVOLVEMENT AND VOLUNTEER WORK

### *Vice President, Business Development*

May 2013 – March 2014

Queen's Innovation Summit Conference, Kingston, Ontario

- Raised over \$10,000 in sponsorships by developing a new academic-industry partnership.
- Fostered long-term relationships between local community, industry executives, and students using relationship-based sales best practices.

### *Technology, Engineering and Management Project*

September 2012 – April 2013

Queen's Chemical Engineering, Kingston, Ontario

- Led a team of engineering students to design a technology-based community plan for an international oil and gas client operating in the Athabasca region of Alberta, Canada; presented results to client's board of directors and local municipal leadership.
- Researched the municipality's official plan and zoning requirements, as well as unique issues regarding regional environmental compliance and Aboriginal treaty rights.

### *Founder*

September 2012 – August 2013

Law Students for Technology and Innovation, Faculty of Law, Queen's University

- Started a student-run organization to address access to justice issues in Canada using technology and innovation; managed team projects and motivated a high-performing team of five students; fundraised \$1,000 to host speakers on legal industry trends and excellence in client service.

### *Associate & Volunteer Editor*

September 2011 – December 2012

Queen's Law Journal, Canadian Labour & Employment Law Journal, Queen's University

- Trained and led an editorial team of four students to prepare articles for academic publication; liaised with academic authors; and edited articles for style, writing, citation, and substantive legal contribution.
  - Tied for 1st place in a law journal editorial board competition for technical accuracy and quality.
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