

## **Lesha Van Der Bij - Representative Work**

- **Business Development** – chaired partners’ business development meetings and drafted a detailed business development plan
- **Document Automation** – developed automated contracts and other legal documents, which can be generated upon completion of a questionnaire
- **Document Management System (DMS)** – developed strategies and project plans for DMS implementation
- **Information/Subscription Service** – developed a current awareness service to which multiple firms subscribe for a monthly fee
- **Intranet** – managed an intranet update, meeting with content owners, developing a taxonomy and ensuring lawyers had “one-stop” access to internal/external legal resources
- **Knowledge Audit** – created and implemented a survey which reviews an organization’s business objectives, culture, leadership, work processes, resources and technology; drafted strategy reports setting out strengths, weaknesses, risks, opportunities and recommendations for improvement
- **Matter Tracking** – developed a database which tracks the details of matters for purposes of developing fee estimates, RFPs and marketing
- **Precedents** – managed teams in the development of precedents, checklists, and legislative summary charts on issues ranging from corporate transactions to pension plan administration to employment law
- **Precedent Database** – designed a database enabling legal professionals to search or browse the firm’s collection of 36,000+ precedents, research and other reusable work product
- **Project Management** – managed significant projects from design to development to execution to rollout, keeping in mind timelines, budgets, communications and change management considerations
- **Risk Management** - coached professionals on email and document management best practices
- **Social Media** – developed a firm-wide LinkedIn strategy and template profile; developed and managed a national law firm’s blog, winner of a Canadian Law Blog Award for Best Practice Group Blog