

David Holtzman

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PROFESSIONAL SUMMARY

I am a fourth-year undergraduate student at The University of Ottawa, currently working as an administrative assistant at Huza Law Office. I am in the process of applying to law school to further my passion for becoming a lawyer, with a particular focus on litigation and human rights issues. My experience at Huza Law Office has allowed me to develop valuable skills in legal research, client communication, and case management, which have deepened my commitment to these fields.


Outside of my academic and professional pursuits, I enjoy reading, going to the gym, investing, and exploring diverse topics such as LLMs (AI), space, and computer science. Please feel free to reach out if you would like to connect.

LANGUAGE

English

 Proficient (C2)

French

 Intermediate (B1)

SOFT SKILLS

- Attention To Detail
- Leadership
- Organization
- Time Management
- Debating
- Public Speaking

TECHNICAL SKILLS

- Microsoft Office
- CLIO
- Lexis Advance Quicklaw
- Quickbooks
- CanLII
- Unity
- Westlaw

COMPUTER SCIENCE SKILLS

- Matlab
- Javascript
- C#
- R
- HTML + SASS/SCSS/CSS
- Ruby + Ruby on Rails
- Python
- Typescript

EDUCATION

Honours BA: Psychology
University of Ottawa, Apr 2025

High School Diploma - French Immersion certificate

Charlan District High School, Jun 2021

EXPERIENCE

Administrative Assistant

Huza Law Office, 2024 - Current

- Collaborated with team members on projects to meet deadlines efficiently.
- Coordinated appointments and schedules.
- Maintained inventory of office supplies and placed orders.
- Learned how to use Quickbooks, Unity, and CLIO.
- Cataloged and organized all client files, digitizing them by scanning and adding OCR to over half a million pages.

Cashier

K2 Petroleum, 2023 - Current

- Kept clean, organized, and well-stocked checkout areas.
- Balanced cash drawer at beginning and end of each shift.
- Offered customers information about upcoming promotions and available items.
- Worked with supervisory team to meet customer needs.

Travel Counsellor

Destination Ontario, 2022 - 2022

- Assisted clients in planning and booking domestic vacations.
- Managed deadlines by prioritizing tasks effectively during peak seasons or times of increased workloads.
- Enhanced Excel skills by developing an inventory management system to track brochures and merchandise.
- Greatly sharpened customer service skills and public speaking skills.
- Met many interesting people from all over the world.

Shipping Clerk

Laptop Parts Canada, 2021 - 2021

- Time management skills greatly increased.
- Maintained accurate tracking system covering shipping and receiving transactions.
- Calculated shipping costs based on weight, distance, and carrier rates accurately.
- Prepared shipping labels with correct information to prevent delays in delivery.
- Managed inventory and updated counts on the Laptop Parts Canada website.

VOLUNTEERING AND MENTORING

Administrative Assistant

Huza Law Office, 2023 - 2023

Before I was hired at Huza Law Office, I volunteered for the firm to further increase my knowledge of the legal world.

- Volunteered twice a week for 2 months before being hired.
- 128 hours of volunteer work.

Mentorship

Lamoureux Gauthier Professional Corporation, 2022 - 2023

My first experience in the field of law was with G. F. Gauthier. Mr. Gauthier became my mentor and provided me with great knowledge in different areas of law such as real estate, estates, wills, corporate, and commercial business.

Helper

Lalonde's Body Shop, 2019 - 2022

I started volunteering for Mr. Lalonde in high school and kept going until his retirement in 2022. He gave me valuable knowledge about the car industry, auto body work, and maintenance. I appreciate everything he has done for me.

- Volunteered 1 or 2 days most weekends since the 11th grade.
- Roughly 700 Hours of volunteer work.

COURSES AND CERTIFICATES

TCPS2CORE: RESEARCH ETHICS CERTIFICATE

REFERENCES

REFERENCES ARE AVAILABLE UPON REQUEST.