

Lina Tannous
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Cell: 902.877.5272

PROFILE:

A highly organized and detail-oriented professional with over 10+ years' experience in diverse business and legal areas. Dedicated and known for representing organizations who require vision, legal compliance and strong initiative. Recognized for strong communications skills with a client service mindset; ability to coordinate and manage multiple concurrent tasks, and interact with individuals and groups at all levels of an organization.

CORE COMPETENCIES & AREAS OF PROVEN PERFORMANCE:

- Legal Contracts
 - Research
 - Legal Writing
 - Task Prioritization
 - Oral & Written Communication
 - Settlement & Contract Negotiation
 - Project Management
 - Team Leadership
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CAREER HISTORY:

Corporate Affairs Director & Corporate Secretary

03/2013 – present

Grand River Ironsands Incorporated, Halifax, NS
Metalo Manufacturing Inc., Toronto, ON
North Atlantic Iron Corporation, Halifax, NS
Pure Fonte Ltée, Halifax, NS

- Responsible for drafting various corporate transaction agreements, preparing incorporation documents, legal research in Canada and the United States, and monitoring industry trends.
- Prepare and implement governance policies, including tracking recent governance trends and ensuring compliance with applicable legislation.
- Prepare all aspects of board and shareholder meetings including devising appropriate agendas, liaising with senior officers, preparing minutes and implementing directives.

Paralegal

12/2004 – 03/2013

RBC Law Inc, Halifax, NS

- Assisted in all aspects of corporate transactions, including drafting legal documents, corresponding with lawyers and clients, conducting due diligence searches and registrations (eg. PPSA, Bank Act, Judgments and Bankruptcy).
- Acting agent for completing securities transactions with clients, including completing required documents for the TSXV, CNSX, SEDAR, SEDI, drafting media releases and correspondence with securities regulators.
- Assisted in all aspects of real estate transactions, including review of title searches, drafting various agreements, correspondence with lawyers and clients. Familiar with and frequent user of Property Online.
- Attended at client sites to act as corporate secretary, including attending meetings, drafting minutes, and completing all required corporate filings such as special resolutions, change of directors/officers as an agent of the Registry of Joint Stock Companies.
- Employee training and oversight.

Paralegal 01/2004 - Contract
Bell Aliant, Halifax, NS

- Conducted legal research and completed reports to legal department.
- Examined compliance with policy and legislation.
- Reviewed and edited client proposals.
- Researched and drafted legal and business policy memoranda.
- Analyzed and advised on potential contract breaches.
- Advised on compliance with intellectual property laws.
- Monitored trends in wireless industry.

Paralegal 01/2001 – 12/2003
Troy LLP, Toronto, ON

- Assisted in preparation of client proposals and presentations.
- Active involvement in client relations.
- Legal and web-based research.
- Assisted in trade-mark and patent applications.
- Design and operation of practice management system.
- Responsible for various special projects.

Desktop Publisher
Reed Solutions PLC, London, England 01/2000 – 01/2001

- Key player in a team producing high quality corporate literature, including client proposals/tenders and presentations.

EDUCATION & PROFESSIONAL DEVELOPMENT

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| Double Major Degree, Bachelor of Arts | 1993 - 1997 |
| <i>Dalhousie University, Halifax, NS</i> | |
| Diploma, Common Professional & Legal Practice | 1997 -1999 |
| <i>College of Law, London, England (LLB Equivalent)</i> | |
| Certificate, Information Technology Law | 2002 |
| <i>Ryerson University, Toronto, ON</i> | |
| Certificate, Land Registration Program | 2005 |
| <i>NS Barristers Society, Halifax , NS</i> | |
| Certificate, Managing Public Companies | 2015 |
| <i>TMX Group. Calgary, AB</i> | |
| Certificate, Introductory Accounting | 2016 |
| <i>Dalhousie University, Halifax, NS - online</i> | |

PROFESSIONAL MEMBERSHIPS & COMMUNITY INVOLVEMENT

Member of St. John's Ambulance Therapy Dog Program 2011 – current

References: Provided on request.