

Imelda Wei Ding Lo

Social Media Manager, Podcaster, Podcast editor, and Blogger

Toronto, ON

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My writing portfolio: <https://www.imeldawdlo.com>

My podcast: The Nuts and Bolts of Writing (Anchor, Spotify, YouTube, and many others) - <https://anchor.fm/fortunus-games>

Willing to relocate: Anywhere

Work Experience

Freelance Legal and Medical Writer

Compose.ly

April 2021 to Present

- Write and research legal and medical blogs for law firms throughout the United States and WebMD, respectively
- Develop legal templates and contracts for template websites such as LegalTemplates.Net

Freelance Writer

WordAgents

November 2020 to Present

- Collaborate with industry leaders to write and create search engine optimized content for some of the biggest brands in the world.

Contributing Writer

Earth.org - Hong Kong Island

August 2020 to Present

- Produce informative and compelling articles that enhance public understanding of environmental issues as a freelancer.

Podcaster and Podcast Editor

Fortunus Games

August 2020 to Present

- Organize and create weekly podcast episodes for my podcast, "The Nuts and Bolts of Writing," where I review books and talk about the creative process behind my graphic novel, "Sam in New York," and discuss with my friends and co-hosts about their works and their writing process

Document Reviewer

McCarthy Tétrault - MT>3 - Toronto, ON

March 2020 to Present

- Using Relativity to analyze and code documents for litigation by working remotely as part of a highly focused team

Document Reviewer

EPIQ

November 2019 to Present

- Using Relativity and Axcelerate to analyze and code documents for litigation and privacy matters by working as part of a highly focused team

Book Writer and Editor

Techwork Business Corporation - Toronto, ON

June 2019 to Present

- Write and edit books about Traditional Chinese Medicine (TCM) for publication in Chinese and English.
- Edited and released Dr. Arthur Lo's book, "Let TCM Wipe Out the Blues" in July 2019. The book focuses on diagnosing and treating mood disorders from the TCM perspective. ISBN: 978-1-9991257-4-5
- Edited and released Dr. Arthur Lo's book, "Soups for All Seasons" (四季增强免疫力湯水) in May 2020. ISBN: 978-1-9991257-5-2
- Currently editing a vegetarian cookbook in Chinese and English planned for release in December 2021.

Legal Researcher and Writer

Thomson Reuters Canada

February 2019 to Present

- Research for, write material for and generally update legal summaries for the Canadian Encyclopedic Digest (CED) on WestLaw and other materials published by Thomson Reuters (including memos, publications, etc.) as a freelancer.

Game Developer, Writer, and Concept Artist

Fortunus Games

December 2018 to Present

- Create a life simulation visual novel game and graphic novel, "Sam in New York," which is currently updated weekly on Tapas and Webtoon.
- Regularly update social media about the development of this project.
- Code and test-run game in Xcode.
- Responsible for creating high quality art assets for the game and graphic novel.
- Find out more on my game/graphic novel website: www.fortunusgames.com

Web Developer and Administrator

Techwork Business Corporation

November 2017 to Present

- Create, update, and manage web pages and apps to promote Techwork's health products and educational resources about Traditional Chinese Medicine
- Edit and write blogs and social media posts (Twitter, Instagram, and YouTube) in Chinese and English announcing events, new products, and updates to our site/apps
- Troubleshoot and maintain performance issues of web pages and apps

- Collaborate with other department heads to strategize, design, and plan improvements in UI/UX

Legal Assistant

RJS LAW Professional Corporation

May 2018 to October 2018

- Drafted and reviewed contracts and statements of claim
- Assisted with real estate paperwork
- Compiled and organized minute books, wrote blogs on legal issues
- Involved in operational and administrative side of legal practice

Student-at-law/Legal Intern

Sony Music Entertainment Canada

January 2018 to April 2018

- Researched competition, intellectual property law, and contract law
- Reviewed and drafted contracts
- Compiled reports and summaries of research

Teaching Assistant

Ryerson University

October 2017 to April 2018

- Taught LAW603, Advanced Business Law, an undergraduate course averaging 200 students per semester, covering the following topics: law governing business relationships and forms of business; organizations; bankruptcy law; real property law
- Marked and invigilated exams and midterms
- Coordinated grading and tutorials with professor and other teaching assistants

Policy Analyst Intern

Innovation, Science and Economic Development / Innovation, Sciences et Développement économique

September 2016 to November 2016

- Placed through York University - Osgoode Hall Law School's IP
- Osgoode Program
- Researched history and work process of Copyright Board of Canada
- Researched ways to protect Traditional Knowledge (TK) using intellectual property law and other legal instruments.

Education

Juris Doctor (J.D.)

York University

September 2014 to April 2017

Bachelor's in History and Political Science

University of Toronto - Toronto, ON

September 2011 to April 2014

Skills

- IOS
- XCODE
- PYTHON
- SWIFT
- WORDPRESS
- Sketchup
- Legal Research
- User Experience (UX)
- User Interface (UI)
- Adobe Acrobat
- Microsoft Office
- Social Media Marketing
- Microsoft Excel
- Marketing
- SEO
- Indesign
- Adobe Photoshop
- Communications
- Microsoft Word
- Powerpoint
- Social Media Management
- Photoshop
- Photography
- Illustrator
- Blogging
- Proofreading
- Writing Skills
- Search Engine Optimization (SEO)
- Creative Writing
- Copywriting
- WordPress
- Public Relations
- Adobe InDesign
- Content Development
- Content Creation
- Content Management
- Video Production
- English

- Copy Editing
- Journalism
- Research
- Adobe Illustrator
- AP Style
- Adobe Creative Suite
- Email Marketing
- Digital Marketing
- Teaching
- Graphic Design
- Web Design
- Analytics
- Video Editing

Languages

- English - Expert
- Cantonese - Expert
- Mandarin - Intermediate
- French - Intermediate

Certifications and Licenses

Barrister and Solicitor - Law Society of Ontario

June 2019 to Present

The Talmud: A Methodological Introduction

March 2021 to Present

In this course offered by Northwestern University on Coursera, I was introduced to the unique characteristics of the Talmud. I employed critical reading skills to analyze legal and historical concepts, and developed an appreciation for how the Talmud works and why it continues to inspire religious and intellectual devotion.

Verify course completion and certificate here: <https://coursera.org/share/b5057206952948e1bfe782a0a35c7d24>

Google Project Management Specialization Professional Certificate

April 2021 to Present

In this course offered by Google on Coursera, I finished the following six courses:

1. Agile Project Management
2. Capstone: Applying Project Management in the Real World
3. Foundations of Project Management
4. Project Planning: Putting It All Together
5. Project Initiation: Starting a Successful Project

6. Project Execution: Running the Project

Verify course completion and certificate here: <https://coursera.org/share/6379badb49db1f6dd4064c1775c16f34>

Assessments

Written Communication — Highly Proficient

November 2020

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Highly Proficient](#)

Logic & Critical Thinking — Highly Proficient

August 2020

Using logic to solve problems.

Full results: [Highly Proficient](#)

Organizational Skills — Highly Proficient

November 2020

Applying rules to arrange and order files or records.

Full results: [Highly Proficient](#)

Research — Highly Proficient

December 2020

Measures a candidate's ability to follow protocols, interpret statistics and graphs, identify errors, and choose research methodology.

Full results: [Highly Proficient](#)

Social media — Highly Proficient

March 2021

Creating content, communicating online, and building a brand's reputation.

Full results: [Highly Proficient](#)

Verbal communication — Highly Proficient

March 2021

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Social media — Expert

April 2021

Knowledge of popular social media platforms, features, and functions

Full results: [Expert](#)

Filing & organization — Highly Proficient

April 2021

Arranging and managing information or materials using a set of rules.

Full results: [Highly Proficient](#)

Proofreading — Highly Proficient

July 2021

Finding and correcting errors in written texts

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

COMPUTER SKILLS Applications: Microsoft Office (Word, Excel, Access, Publisher) (+15 years), Wix (+5 years), WordPress (+3 years), Adobe Photoshop (+10 years), Adobe Acrobat (10 years), iMovie (+5 years), Xcode (1 year), Sketchup (1 year), Sweethome3D (1 year)
Programming: Python (<1 year), Swift (<1 year)
Platforms: Windows, iOS (+10 years)