



Kimberly Sweet

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[Financial Services](#)
[Banking & Financial Services](#)

Kimberly focuses on **banking and financial services**, and assists with preparation, organization, maintenance and exchange of transaction documents for the Business Department.

She is an expert in using several technological solutions that **increase the efficiency of managing transactions** and provides training and support to other firm members who use them.

Kimberly also assists with:

- document production and exchange strategies, data management instruction and technical support for clients and internal data site members
- reviewing and commenting on draft documentation; compiling, organizing, reviewing and summarizing information on closing documentation
- administering intranet and extranet forums for deal sites

Experience

- Involved in the ongoing organization and administration of a multi-billion dollar mortgage securitization program.
- Regularly assists with document preparation, review and management for large syndicated and bilateral lending transactions involving property throughout Canada and elsewhere.

Beyond Our Walls

Professional Involvement

- Fellow Member, Institute of Law Clerks of Ontario
- Member, Institute of Law Clerks of Ontario

Education

- Associate Program, Institute of Law Clerks of Ontario, 2002
- Securities Fellowship Course, Institute of Law Clerks of Ontario, 2007
- Business Law Fellowship Course, Institute of Law Clerks of Ontario, 2014
- LPM LaunchPad Certificate in the Fundamental Skills of Legal Project Management, LawVision LLC, 2021
- Perfect Your PPSA Skills, Osgoode Professional Development, 2018
- Executive Secretarial and Legal Secretarial Diplomas, Toronto School of Business, 1990

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