

“YOUR CAREER IN UNDER A YEAR!”

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NEW GRAD. NEW CAREER.

As a recent high school graduate, Sarah Maciejkow was ready to pursue a rewarding career. But what does a young person who spends her free time snowmobiling, relaxing around bonfires at the cabin, and occasionally kicking back to watch movies want to do for a career? For Sarah, that decision seemed easy: “I wanted to become a Legal Administrative Assistant because I was interested in the law and the legal transactions that take place on a daily basis.” said Sarah. In November 2008, Sarah enrolled in the Legal Administrative Assistant program at Robertson College and recently graduated in June 2009. She is currently employed by Aikins, MacCauley, Thorvaldson LLP, a leading law firm in Winnipeg.

Sarah did not enroll into the first legal program she found. But after researching a few different colleges, she found Robertson College to be the right fit for her. “Price was a big factor when

choosing a college. I visited Robertson College and one other college. Robertson’s prices are competitive; the staff were helpful in giving me information and were inviting and friendly upon my first visit.”

Students who enter the Legal Administrative Assistant program at Robertson College spend eight months in class and two weeks at a practicum site. Topics include legal fundamentals and terminology, legal transcription, and business communications. “The Legal Administrative Assistant program at Robertson College is comprehensive and market-driven” comments Jordan Fuchs, Marketing Associate for Robertson College. “Students learn practical skills that make them successful in their future careers.” An added bonus to the Legal Administrative Assistant program, just like most Robertson College programs, is students have the option to pur-

chase their Netbook computer which they use in class at the end of their program for a nominal fee.

“All around, my experiences in school were enjoyable. I made some good friends who were in my class and one whom I now work with.” When asked what her responsibilities were on a daily basis she replied, “working in the real estate department, my duties entail opening new files, preparing documents that correspond with the purchase and sale of homes, condos and lake property. Other work includes document revisions, time entries for lawyers and ordering corporate documents.”

“My favorite aspects to my job are learning different areas of the



Sarah Maciejkow

law and assisting people with their legal transactions” says Sarah. Some of the key qualities she thinks make a good Legal Administrative Assistant are interested in helping others, the law and dependability.

Robertson College’s next Legal Administrative Assistant program begins on October 6th. To learn more or to register for the October 6th class, contact the college at 204.943.5661, visit www.RobertsonCollege.com or email Info@RobertsonCollege.com.

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in Under a Year!



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