



Tanya Pereira

Business Transformation
Specialist

Contact Information

416 640 6053
tpereira@cassels.com

Office

Toronto

Biography

Tanya Pereira is the Business Transformation Specialist at Cassels, supporting both the Project Management Office and the general administration of the firm. Working closely with management, Tanya shapes and delivers innovative policies, procedures and workflows to ensure firm success. In doing so, she serves as the portfolio administrator for the PMO, and as a project manager on PMO initiatives; supports leadership planning and training exercises, including business continuity planning; and acts as a central resource for internal stakeholders. A natural problem-solver with a background in administration, Tanya provides a wide range of support to promote firm innovation and ensures deliverables are met in an accurate and efficient manner.

Tanya previously served as the Discovery Services and Litigation Support Coordinator in the Litigation Group at Cassels and was an integral member of the firm's Discovery Services team. She was responsible for orchestrating the daily activities associated with providing e-Discovery support to clients and utilizing technology to drive results for client satisfaction. During her time in Discovery, she also served as the Membership Director for the Toronto Board of Women in eDiscovery.

Tanya makes continuing education and professional development a priority through courses and self-education. In addition, Tanya prioritizes giving back to the legal technology community, and is a frequent contributor to the International Legal Technology Association (ILTA). She is currently serving on both the Litigation Content Coordinating Team (CCT) and Participant Applicant Review Committee (PARC). She has also previously served as a judge for the ILTA Peer Awards. In 2021, Tanya received a Rockstar Volunteer Award from the International Legal Technology Association for her contributions to the ILTA community, received the Rising Star Scholarship in 2022, and was honoured as a "Young Professional to Watch" in 2023.

Tanya began her career in 2008 at a national law firm in Toronto and brings over a decade of international experience in litigation, legal and technical support in Canada and Australia. Prior to joining Cassels in

2017, Tanya was working as a Product Coordinator at a Toronto-based legal software company.

Achievements

- *International Legal Technology Association (ILTA)*, Rockstar Volunteer Award (2021)
- *International Legal Technology Association (ILTA)*, ILTACON Rising Star Scholarship (2022)
- *International Legal Technology Association (ILTA)*, Young Professional to Watch (2023)

Pro Bono & Community Involvement

- 2SLGTBQIA+ Workplace Inclusion Certificate, Pride at Work Canada

Education / Bar Admissions

- ILCO Associate Degree (*In Progress*)
- Certified Associate in Project Management (CAPM), Project Management Institute
- Court & Tribunal Agent Diploma (Honours), Sheridan College Institute of Technology and Advanced Learning

Associations

- International Legal Technology Association (ILTA) (Toronto Chapter), Member Liaison; **Participant Applicant Review Committee (PARC)**; Litigation and Practice Support Content Coordinating Team
- Relativity User Group (Toronto Chapter)
- Women in E-Discovery (Toronto Chapter), Membership Director; Meetings Sub-committee