

Employment

April 2014 – March 2016**Solicitor****ABC Lawyers**

- I have been working for the past two years as a solicitor for a commercial law practitioner X

Duties

- Appearing and instructing in litigated disputes.
- Reviewing and drafting complex documents such as employment contracts and managed investment schemes
- Drafting general protections and unfair dismissal claims
- Briefing barristers and overseeing the general carriage of matters.
- Drafting statements of claim, affidavits, and court applications.
- Researching case law.
- Providing practical, plain English legal advice.

Achievements

- Acting for a X against a builder in regards to delay in completion of a 10-unit apartment block. We settled before trial as we were successfully able to argue that the liquidated damages clause for delay in the contract was enforceable as it was a genuine pre-estimate of the developers' likely losses arising from any delay.
- Negotiating and settling a professional negligence dispute in favour of my client.

August 2015 – March 2016**Volunteer****XXXX**

- Assisting the Legal Centre's solicitors on night service by attending client interviews, taking preliminary instructions and completing administrative tasks.

June 2013 – February 2014**Database Analyst****XXXX**

- Data entry and basic analysis of data.

January-February 2013**Work Experience****XXXX**

- I undertook a 3 weeks of work experience in criminal law in the Northern Territory.

Duties

- Reviewing evidence to establish whether criminal charges can be brought
- Assisting prosecutors with proofing witnesses.
- Legal research

Achievements

- Wrote a reference paper regarding exceptions to hearsay that was relied upon in Court by the X
- Wrote a paper on statutory interpretation of a provision of the *Criminal Code* (NT) for which I was given excellent feedback by XXXX
- Researched case law concerning the principles of apprehended bias for XXX.

September-October 2012

Work Experience

Legal Aid

I undertook a month of work experience in X at the Legal Aid office.

Duties

- Writing legal research memorandums for solicitors on provisions of the Criminal Code (WA) and the common law.
- Observing the Magistrates and District Court in Kununurra and on circuit
- Assisting solicitors with administrative tasks.
- Answering phone calls from existing and new clients and taking initial instructions.

April – June 2012

Research Paralegal

Barrister

I undertook part time work with a criminal law barrister in Perth. My tasks included reviewing trial transcripts and trial directions for the purpose of prepping for appeals against conviction and sentence.

Achievements

- Found potential grounds of appeal in a murder trial, some of which were used by X in the Court of Appeal hearing.

July-November 2010

Public Interest Law Clearing House

Volunteer

Took inquiries from applicants seeking legal assistance over the phone.

Achievements

- Was congratulated by my manager for my handling of difficult clients.

January - February 2010

Seasonal Clerk

XXXXX I

worked in the Commercial and Project Litigation section.

Achievements

- Wrote a report on the new National Consumer Credit Protection Act
- Researched the law in regards to pre-trial document destruction in Victoria for a Partner.

July-November 2007

JobWatch

Volunteer

Part time volunteer role, mainly assisting solicitors with administrative tasks.

Education

2012

Graduate Diploma of Legal Practice – College of Law

2005 – 2012

Bachelor of Arts/Law - Melbourne University (Majoring in History and Spanish)

Achievements

- Completed the 235km 3 peaks cycling challenge (2012)
- Completed a certificate in XXX in New Zealand (2008) and First Aid (2013)

References available on request.