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**EDUCATION & CERTIFICATES / QUALIFICATIONS**

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<b>Graduate Certificate of Business Administration</b> Bond University, Queensland	12 October 2013
<b>Master of Applied Law (In-house Practice)</b> The College of Law, New South Wales	11 October 2011
<b>Admitted to High Court of Australia</b> High Court of Australia, The Australian Capital Territory	06 April 2010
<b>Admitted to Legal Profession as a Lawyer</b> Supreme Court of The Australian Capital Territory,	11 Dec 2009
<b>Graduate Diploma in Legal Practice</b> Australian National University, The Australian Capital Territory	19 January 2010
<b>Bachelor of Laws</b> Bond University, Queensland	29 September 2007

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**WORK & VOLUNTEER EXPERIENCE**

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<b>Business Development Consultant/Fleet Manager</b> Progress Couriers Gold Coast, QLD	February 2019 – Current
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- Developed business plans with the assigned accounts and clients
- Assisted with strategic development strategies and plans
- Provided assistance to senior colleagues with implementing suggested plans and strategies
- Oversee and examine new strategies in relation to progress and development of the business
- Educate, lead and supervise junior members of the business development team to ensure the project's achievement
- Conduct complex analysis in order to find new market opportunities on a local and international scale
- Conducted research and investigation of existing services, compared results with competitors and presented data to upper management
- Suggested methods for improving customer satisfaction and loyalty
- Overseeing business deal operations and activities
- Overseeing the implementation of different contracts pertaining to new accounts and drivers for our fleet

- Build, encourage and maintain long-term relationships with key stakeholders
- Create and present a detailed report for upper management

**Solicitor (Temporary Work)**

April 2018 – May 2018

Ace Solicitors  
Ipswich, QLD

- Created and maintained client records in the Client Management system
- Maintained appropriate filing of client matters both in soft copy and hard copy
- Demonstrated time management and organizational skills by maintaining a daily bring – up system, prioritizing urgent tasks and managing appointments
- Assisted with Costing 25 folders of statements pertaining to a Multi-Million Dollar, Victorian Supreme Court Case
- Court appearances
- Conducted legal research
- Drafting of legal documents for ongoing matters
- Interviewed clients

**Solicitor (Hot Line Lawyer)**

11 September 2017 – April 2018

Go To Court Lawyers  
Brisbane, QLD

- Assisted with initial consultations and provided general legal advice in relation to Criminal Law, Family Law, Migration Law, Corporate and Commercial Law, and Property Law
- Maintained accurate and current records in the client management system
- Liaised with other colleagues to schedule further consultations.

**Solicitor**

April 2016 – September 2017

Legal Exchange Lawyers  
Southport/ Brisbane, QLD

- Interviewed clients in custody such at (1) Police Watch House and at (2) Correctional Centers in Queensland) for matters related to high profile Supreme Court Cases
- Conducted technical legal research
- Liaised with Police Prosecutions both on the Gold Coast and in Brisbane, Sydney
- Responsible for Collection of Police Prosecution folders and briefs of evidence relevant to both Supreme Court cases

- Worked alongside leading Australian Barristers to prepare various legal documents and review evidence
- Attended meetings with leading; Barrister/Psychologists/ Police and Police Prosecutors

**Business Development Manager**

April 2016-September 2017

Jordan Welden-Iley from Mackay Goodwin,  
Gold Coast, QLD

- Responsible for executive business development and marketing strategies to source new clients for a corporate restructuring and insolvency practice
- Maintained accurate records of client information in the client management system.
- Negotiated leading corporate business deals and advised on technical solutions and competitive strategies for companies such as tax reduction
- Communicating with leading Corporate Reconstruction and Insolvency Experts
- Legal research and other technical research to determine legal solutions
- Attended meetings with clients via phone, Skype or in person
- Assisted with Preparing and Filing claims, statement of claims and drafting other legal documents such as wind-up applications and letters of demand

**Business Management Internship in Mining, Energy & Resources**

2013-2015

Manning Mining  
Gold Coast, QLD

- Attended high profile business meetings on the Gold Coast and in Brisbane
- Prepared detailed technical business and research reports
- Conducted market research
- Assisted team of Directors with reviewing resumes and applications for various roles on Mining Projects
- Liaised with government bodies to obtain information regarding various policies surrounding mining jurisdiction
- Assisted with international business communications
- Assessed contracts
- Assisted with legal research relevant to Mining, Energy and Resources law

**In-house Counsel and Business Management**

June 2010- June 2011

Conrock Pty Ltd  
Melbourne, VIC

- Attended business executive board meetings
- Drafted technical business reports

- Conducted market and technical legal research
- Assisted with reviewing job applications, interviewing potential candidates and enforcing occupational health and safety policies / procedures within the company
- Drafted Contracts
- Liaised with various Government Departments IE IP Australia
- Worked on major global construction projects by conducting legal research, reviewing legal documents, assisting with internal and external communication with various departments and conducting meetings to brief other staff
- Filed legal documents at various court registries
- Assisted with recording company minutes

**Legal Volunteer**

2013-2014

Robina Community Legal Centre  
Robina, QLD

- Observed and assisted lawyers with client consultations
- Completed client intakes and administrative tasks
- Helped with fund-raising activities

**Legal Volunteer**

August 2010-December 2012

Flemington & Kensington Community Legal Centre  
Melbourne, VIC

- Responsible for reception duties such as greeting clients and allocating matters to various volunteer Solicitors
- Enhanced communication skills by assisting clients with completing intake forms and clarifying and simplifying terms which allowed for them to understand the process involved in legal advising.
- Assisted administrative assistants in reviewing paperwork and assigning clients to volunteer lawyers
- Prepared detailed notes for volunteer lawyers during client interviews

**PLT Trainee/ Legal Clerk**

2008-2009

Laurence Wilson and Associates  
Gold Coast, QLD

- Assisted with client interviews
- Conducted legal research
- Attended court in both Gold Coast and Brisbane

- Assisted with negotiations
- Filing at various court registrars
- Serving documents
- Attended meetings and negotiations
- Administrative Tasks
- Attended Government Departments to collect Files and Maps

**Legal Clerk and Volunteer**

January 2004 - May 2007

Gold Coast Community Legal Centre /Bond University  
Robina, QLD

- Drafted affidavits and client letters
- Booked and attended client interviews
- Independently conducted client intakes and completed summaries of advice
- Participated in group activities

**Clinical Legal Placement Student**

August 2006 – December 2006

QPILCH  
Brisbane, QLD

- Observed and assisted lawyers with client consultations
- Completed client intakes and administrative tasks

**Work Experience**

May 2006

Commonwealth Director of Public Prosecutions  
Melbourne, VIC

- Assisted with legal research and preparation of legal documents
- Liaised with internal and external bodies (IE Australian Federal Police) in relation to cases about misappropriation, unlawful detention and terrorism.
- Attended Court Hearings on behalf of the Commonwealth Director of Public Prosecutions.

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**COMMUNICATION SKILLS**

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English: Fluent reading, writing, and conversational skills

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## SOFTWARE SKILLS

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- Microsoft Word
- Customer Relationship Management Software
- Excel
- Power Point
- Legal Software ie LEAP , AustLII, Westlaw, LexisNexis