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Jane Smith

Employment Objective My primary professional aim is to become an established legal practitioner. I am committed to taking advantage of every opportunity to develop my legal skills in order to become an effective lawyer and a valuable member of the community.

Education

2001 – 2005
Bachelor of Laws / Diploma Legal Practice
University of Smithfield

2001 – 2003
Bachelor of Arts
University of Smithfield

2000
Higher School Certificate
Smithfield High School
UAI: 98.50

Legal Experience

2003 – present
Legal Volunteer
Smithfield Legal Centre

As a legal volunteer my role involves interviewing and advising clients, drafting legal documents, managing multiple files and preparing briefs for counsel.

This experience has been both rewarding and useful, developing my practical legal skills while at the same time making a small contribution to the community at large. It has also strengthened my desire to work as a legal practitioner.

March – June 2005
Work placement (PLT)
Williams and Williams

Assisted the senior associate in the property group run matters for major private sector and government clients. I was able to work both independently on small matters, such as drafting letters, and as part of a team on more complex files.

The experience considerably increased my knowledge of property law and more generally gave me a valuable insight into the responsibilities of a legal practitioner and the day-to-day operations of a major firm.

Employment

2000 – present

Bar Attendant

Smithfield Hotel (casual)

1997 – 2000

Sales Assistant

DefTone Records (casual)

I enjoy working in a service environment and get considerable satisfaction out of being able to exceed customer expectations.

My experience at the Smithfield Hotel and DefTone Records has brought me into contact with people from all walks of life and has helped me develop excellent communication, leadership and teamwork skills.

Extracurricular Activities

2004 – 2005

Vice-President

University of Smithfield Law Students Association

In this role my primary responsibility was to represent the interests of members on all matters relating to their educational interests. Key achievements include forming a staff-student committee within the law school and establishing an annual graduate legal jobs booklet.

Contributing in this way taught me that the combination of initiative and teamwork can have significant and lasting results.

2004

University Ambassador

International Students Conference

In January 2004 I travelled to Paris to represent the University of Smithfield at an international conference of students organised by the European Union. The purpose of the event was to develop links between tertiary institutions around the world. During the 10-day conference, I gave a talk at a plenary session and led a number of small-group forums.

This experience broadened my perspective on educational issues and emphasised the importance of ongoing dialogue as a way of fostering international understanding.

2001 – 2004

Captain and team member

University of Smithfield Debating Team

I have had extensive experience in debating and have represented the University of Smithfield at a number of state and national competitions. In 2004 I captained the team to the national finals. I learned much about thinking on my feet and developed skills in advocacy.

Competition Results:

- 2004 – Finalist: Australian Universities Debating Challenge
- 2003 – Winner: NSW Universities Debating Competition
- 2003 – Semi-Finalist: NSW Universities Debating Competition
- 2003 – Semi-Finalist: NSW Universities Debating Competition
- 2001 – Runner-Up: Australian Universities Debating Challenge

2001 – 2004

Treasurer

Smithfield Surf Lifesaving Club

As treasurer I maintained the financial records of the club and managed all transactions. Key achievements include obtaining sponsorship from two major Smithfield businesses and hiring out the clubhouse as a party venue, injecting much-needed money into the organisation. The experience taught me much about financial management and the value of entrepreneurial endeavour.

Interests and Activities

Outside work and study, I pursue a number of interests: I play tennis and soccer, am an active member of my local surf-lifesaving club, sing in a gospel choir and am learning French.

Personal Qualities

I regard myself as a motivated, optimistic and goal-orientated individual whose actions are based on ethical principles. I thrive on challenges, work well under pressure and value teamwork.

Referees

Academic

Dr Alan Jones
LL.B (Hons), LL.M (Hons), PhD
Lecturer in Criminal Law
University of Smithfield
Phone:

Employment

Ms Jane Williams
Manager
Smithfield Hotel
Phone:

Personal

Mr Gary Davis
Lawyer
Davis, Allen and Chambers
Phone: