



Victoria Soo Pin Lee

Singapore citizen

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PROFESSIONAL PROFILE

An LL.B (Hons) and BA graduate combining proven skills in legal research and advocacy, with combined corporate experience in the legal and commercial sectors. Quick to grasp the complexities and subtleties of legal issues with an instinct for identifying problems or discrepancies. Attentive to detail when drafting court papers and legal submissions and familiar with the legal process involved in handling evidence and witness statements. Possess litigation skills, regulatory, investigations, compliance, employment and maritime law experience. Integrates with ease into multi-national, cross-functional teams and thrives in challenging and high pressure situations.

EDUCATION AND QUALIFICATIONS

LL.B (Hons)	Bachelor of Laws, 2 nd Class Honours, <i>University of Liverpool</i> (2010-2013)
Supreme Court of Singapore	Admitted as an Advocate and Solicitor of the Supreme Court of Singapore (2016)
BA, with Dip Ed Degree	Bachelor of Arts with Diploma in Education – English, History Majors; Psychology Minor <i>Nanyang Technological University(NTU)</i>

FURTHER SKILLS

Languages	Fluent English, Mandarin; conversational Japanese, Hokkien, Cantonese
IT Proficiency	Microsoft Word, Excel, PowerPoint, Project, Outlook; Adobe Photoshop, PageMaker, Acrobat; Lotus Notes, HTML

WORK EXPERIENCE

DUANE MORRIS & SELVAM LLP, SINGAPORE

01/2015-current

Key Achievements & Responsibilities *Corporate*

- Drafted and advised on corporate shareholders' and foreign joint-venture agreements, private public partnerships agreements, directors' resolutions; as well as employment, confidentiality, intellectual property, procurement, funds, shipping, deeds, consignment, sales and purchase and service agreements.
- Satisfactorily settled a company shareholders' dispute in a transfer of shares matter, and a Securities and Futures Act matter.
- Handled and advised on several cross-border regulatory investigations, KYC checks, Anti-Money Laundering, and compliance matters leading to acquittals.
- Listing compliance matters relating to the Singapore Stock Exchange and the Take-Over Code.
- Secondment to a Public-Private Partnership client's site as in-house legal advisor to advise on contracts, compliance and risk management issues of the company, assisted client for ISO 9001 internal audit.
- Russian commercial arbitration court and local joint-venture proposed shareholder's agreement.
- Anti-competition trade matter involving a Vietnamese company.
- Legal due diligence of regulatory compliance matters.
- Conducted due diligence review of Chinese documents.
- Writer of a fortnightly legal column for a joint Swiss-Myanmar consultancy firm based in Myanmar.
- Winner of the 2015 Duane Morris Pro Bono award.

Litigation

- Handled commercial disputes, arbitrations and mediations, mentions, pre-trial conferences, hearings in the high court, and transactional shipping (wet / dry) matters.
- Handled Pro Bono initiatives and court claims, relating to work injury compensation and employment agencies acts.
- Assisted in an unprecedented Court of Appeal (**CA**) Suit for a high profile Estate, Wills, Probate and Trust matter, by drafting CA submissions, including interlocutory applications.
- Assisted in mediation hearings relating to Security of Payment and PSSCOC construction disputes.
- Drafted legal opinion, legal advice, pleadings, written court submissions (e.g. Bill of Costs taxation, appeal on leave to appeal)
- Conducted legal research on a wide variety of complex litigation matters.

- Advised on landlord and tenancy, property holding severance and lease disputes.
- Advised on family law child custody matters in divorce proceedings.
- Advised on insurance nomination matters.

MARITIME AND PORT AUTHORITY OF SINGAPORE (MPA), Legal Officer

02/2014-01/2015

Key Achievements & Responsibilities

- Review and drafting of contracts, agreements, memorandums of understanding, leases, licenses, insurance clauses, general corporate advisory work.
- Drafting of complex court papers, submitted through ICMS, to charge ship owners for maritime offences such as ship collisions, oil pollutions under the Merchant Shipping Act, and under MPA's subsidiary rules and regulations.
- Processing and deciding on appeals, letters of representations from ship agents, ship owners and their legal counsels.
- Writing delegation papers and analysing issues such as UNCLOS, territorial and coastal straits, piracy, crime, definition of a ship; occurring at the IMO Legal Committee Meetings in London.
- Review of international law papers put up at the IMO Conventions –e.g., the HNS Convention 2010, Ballast Water Management Treatment Convention 2004, Nairobi Wreck Removal Convention 2007.
- Assisted to draft and amend legislation to implement new domestic policies and processes, to enact international convention obligations into national law.
- Research and opinion writing, replying to counsels' representations.
- Liaised with internal clients from port division, shipping, licensing, port policy, technology, hydrology, port development and finance, as well as external clients such as the port operators, ship owners, agents, P&I Clubs, external counsel and other agencies and Ministries.

MINISTRY OF MANPOWER, SINGAPORE, Prosecutor – Legal Services

02/2005-06/2010

Key Achievements

- Litigated in numerous criminal trials, with reported and unreported case law to my name:
 - i) **PP v Mohd Aslam s/o Jahandad** [2006] SGDC 9 / [2006] 2 SLR 511;
 - ii) **PP v Deng XiaoHong** [2008] SGDC 23;
 - iii) **PP v G.V. Krishnaraj** [2010]
- Member of a working committee to establish systems and procedures for the passing of the Employment of Foreign Manpower Act in 2007
- Recipient of the Minister for Home Affairs' Award for cracking a Chinese syndicated false declaration case involving 16 men in 2008 and winner of the Permanent Secretary's Award in 2006
- IT Project Team Lead for the implementation of a new internal database system involving project sign-offs and system specification development with Hewlett Packard and National Computer Systems

Responsibilities

- Conducting prosecutions in the Subordinate Courts under various legislation (Employment of Foreign Workers' Act, Employment Act, Immigration Act, Workmen Compensation Act and Factories Act)
- Actively involved in sole conduct of mentions, pre-trial conferences, criminal case management system, and full trials before Magistrates and District Judges in the Subordinate Courts, reviewing investigation findings and responding to representations of Defence Lawyers
- Assessing the impact of the Ministry's various manpower policies, drafting and vetting court papers, statement of facts, and preparing legal submissions; handling over 100 cases a year
- Conducting interviews with trial witnesses, working with the police as required and researching and opinion writing on evidential and other legal issues
- Acquiring an excellent understanding of the criminal justice process and seeking case concurrence with the Deputy Public Prosecutors at the Attorney's General Chambers

LEGAL INTERSHIPS

LIVERPOOL LAW CLINIC, LIVERPOOL, U.K., Student Advisor (one semester)

02/2013-05/2013

Key Achievements

- Advised with a letter on an area of Family Law regarding child maintenance if payable once the client moved abroad; produced a booklet on defences against tenancy eviction.

MINISTRY OF LAW, SINGAPORE, Legal Intern

08/2012-09/2012

Key Achievements

- Utilising Lexis Nexis, Westlaw and JustCite for research purposes and writing 30 over case summaries for murder cases in Malaya and Singapore in just 4 days

Responsibilities

- Assisting with confidential research on revising the penal code for capital punishment for murder under s.300(c) Penal Code, specifically the clause on execution; and reviewing legal articles on behalf of the Director

CLIFFORD CHANCE LLP, SINGAPORE, Vacation Scheme Intern

07/2012-08/2012

Key Achievements

- Researching, preparing and delivering a presentation on the UK Bribery Act 2010 to the Managing Partner and Senior Partners

Responsibilities

- Providing assistance in arbitration clause comparison across jurisdictions, attending an emergency arbitration meeting, researching arbitration cases, corporate M&A work in writing a document on Directors' duties for a Philippines client, a finance exercise, and conducting research into dawn raids for a client presentation

UK SINGAPORE LAW STUDENTS SOCIETY (UKSLSS), Editorial Committee, U.K.

11/2010-08/2011

Legal Forum

Key Achievements

- Held key role as UKSLSS Editorial Committee Member, art edited and produced the Lex Loci 2011, a 92 page student legal journal, for the annual Legal Forum attended by the Law Minister, judges, lawyers and law students.

RAJAH & TANN LLP, SINGAPORE Legal Internship

08/2011

Key Achievements

- Assisting in the successful civil court trial for an international client, for an unauthorised tobacco advertising case, by researching similar regulatory vs advertising licence cases in the UK and EU
- Taking accurate notes of evidence presented in court during five days of the civil trial, drafting defence submissions

INSIGHT DAYS

DLA PIPER LLP, LEEDS, First Year Insight Day Workshop

June /2011

PINSENT MASONS LLP, MANCHESTER, Insight Evening

December /2011

POSITIONS OF RESPONSIBILITY

Vice President, University of Liverpool Advocacy Society, England

2011-2012

As elected student Vice-President, organised advocacy training and skills workshops, arranged for senior criminal lecturers and barristers to give mock trial training sessions.

Secretary, University of Liverpool Pro-Bono Society, England

2011-2012

As Secretary of the Pro-Bono Society, assisted in raising students' awareness and involvement in pro-bono activities in North-West England by organising pro-bono talks, walks, raffle prize draws, socials, and various fund-raising events for the Liverpool Law Clinic.

2010-2011

Art & Production Editor / Writer, UK Singapore Law Students' Society (UKSLSS)

As Editorial Committee member, successfully produced a 92 page student legal journal, the Lex Loci 2011, as its Creative Art and Production editor and writer. Was the originator of the grid cover design of Lex Loci in 2011-12, with succeeding Lex Loci in 2012-13 following suit.

University of Liverpool Representative, UKSLSS, England

2010-2011

Represented the Society as University Representative by coordinating, liaising and disseminating information on events, seminars, talks and visits by law professionals to the UK

Quarter-Finalist, Law School Mooting Competition, University of Liverpool, UK

2011

Participated in the Liverpool Law School Mooting Competition in First Year and achieved Quarter-Finalist position.

PERSONAL DETAILS

Interests include Music, Singing and National Song Writing Winner (Member of University of Liverpool Choir Singers and former member of the Chinese Orchestra, Anglo-Chinese Junior College (**ACJC**))
Mission trips to Japan and Pakistan and past leadership training camps at NTU
High Jump Championships at NTU and Athletic Track and Field Meets at ACJC

REFERENCES ARE AVAILABLE ON REQUEST
