**Maureen Harris**

**5 Blackbutt Street, Parklea NSW 2768 Australia ♦ +61 401 906 848 ♦** [**maureenfharris@gmail.com**](mailto:maureenfharris@gmail.com)

**Objective**

To live and work in Chile, Latin America and contribute my professional and academic skills and experience to work as an English instructor while learning Spanish and experiencing life in Chile.

**Professional Profile and Skills**

I am a law professional with expertise and experience in education and capacity building in English language skills, legal development and human rights. Experience developing and delivering lessons, curricula, programming and training on English language skills to classes of a range of sizes, ages, backgrounds and abilities; excellent capabilities in oral communication, networking and liaison, effective public speaking ability and presentation skills; experience developing human rights capacity building and training projects and facilitating international workshops and seminars; research and writing skills including proven capacity to write for varied audiences in a range of styles; project management, organizational and administrative skills; intermediate Mandarin Chinese and beginner Spanish language skills.

**Education**

* Master of Laws (Human Rights and Social Justice), University of New South Wales, Australia, 2010.
* Bachelor of Law (Honours), University of Sydney, Australia, December 2003.
* Bachelor of Arts (Psychology), University of Sydney, Australia, December 1999.

**Achievements and Prizes**

* 2010 *Public Defenders Prize* for best performing student across all postgraduate programs in the Law School, University of New South Wales.
* 2009 *Dean’s List Award* for best performance in ‘Contemporary issues in International Human Rights’ at the University of New South Wales.

**Professional Experience**

**Program Manager** *International Programs, Australian Human Rights Commission, Sydney, 10/2007- 01/2011*

* Managed activities of the China-Australia and Vietnam-Australia Human Rights Technical Cooperation (HRTC) Programs from inception to completion: program design and development, implementation, logistics planning and management, budget tracking, reporting, monitoring and evaluation.
* Prepared and delivered high quality presentations and facilitated international capacity building and training workshops and seminars on a range of human rights and legal development related topics.
* Conducted research on human rights issues and reform priorities in China and Vietnam; wrote high quality presentations, reports, briefings, correspondence and training materials for a variety of audiences.
* Initiated, developed and maintained excellent relationships with a range of Australian and overseas organisations, stakeholders and individuals engaged in human rights technical cooperation programs.

**Program Officer** *International Programs, Australian Human Rights Commission, Sydney, 02-10/ 2007*

* Managed activities under human rights technical cooperation programs at all stages.
* Prepared and delivered presentations and facilitated sessions at international workshops and seminars.
* Drafted high quality presentations, reports, briefings and education materials for a variety of audiences.
* Developed and maintained excellent relationships with a range of Australian and overseas organizations, stakeholders and individuals engaged in human rights technical cooperation programs.

**Researcher** *(Voluntary), South Asian Human Rights Documentation Centre, Delhi, India, 06- 09/ 2006*

* Researched and wrote articles published in the organization’s ‘Human Rights Features’ newsletter circulated to experts and stakeholders and at UN Human Rights Council sessions in Geneva.
* Drafted and edited chapters of international human rights law text for publication by Oxford University Press on International Refugee Law; International Humanitarian Law; Introduction to Human Rights.
* Undertook research and liaison for human rights and international refugee law related projects.

**English Instructor***, NOVA English Conversation Schools, Kobe, Japan, 03/2005 – 04/2006*

* Taught English language classes to groups and individuals ranging in age, background and ability, including children’s classes (from age five), school and university students, business people and professionals.
* Effective teaching of classes focusing on a range of skills: English grammar and sentence structures, colloquialisms, everyday interactions, business usage, conversational skills. Developed activities for different audiences designed to enable and assist practice and learning.
* Designed, developed and programmed engaging and effective curricula and lessons tailored to student needs and interests, from children to adults.
* Reporting on student progress, administration of student files, reports and tests.

**Paralegal***, Commonwealth Director of Public Prosecutions, Sydney, Australia, 02 – 12/2004*

* Supported senior lawyer in all aspects of running large criminal trials including legal research, drafting court documents, reports and correspondence; court attendance and appearances; coordination of witnesses and exhibits; compiling and preparing briefs; liaison with barristers, solicitors and witnesses.
* Assisted on other hearings and committals including instruction of barrister and court appearances.

**Project Officer***, International Humanitarian Law Unit, Danish Red Cross, Copenhagen, 05 – 11/2003*

* Coordinated 'legal base' capacity building projects assisting developing country Red Cross and Red Crescent national societies to improve transparency, accountability, structure and efficiency.
* Conducted legal and other research; drafted project grant proposals, statutory clauses, reports, correspondence, legal documents and advice; undertook project management, participated in meetings, liaison and relationship building with International Federation and developing country national societies.

**Interests and Volunteer Involvement**

* *Spanish language study, 2011*

Including two week intensive course at Fenix Spanish School, Sucre, Bolivia, February 2011.

* *Chinese language study, beginner to intermediate 2007 – 2011*

Including two week intensive course at Keats School, Kunming, China, January 2010.

* *Founding member and volunteer, Karenni Action Project, 2007 – 2010*  
  Community organisation providing fundraising and support to Karenni refugees in Thailand and Australia and displaced persons in Burma. Involvement included conducting English and job seeking skills training workshops with local refugee community.
* *Volunteer, Asian Rural Institute, Tochigi, Japan, May 2006*

Non-government organisation providing training courses to emerging community leaders from African and Asian countries in community development, organic farming and sustainable living skills.

* *Active member, Karenni Rainbow Foundation, Osaka, Japan, 2005 – 2006*

Community organisation supporting Karenni refugees in Thai border camps and displaced persons in Burma through fundraising and education projects.

* *Active member, Amnesty International Osaka Group 95, Osaka, Japan, 2005 - 2006*
* *Public Interest Law External Placement Program, University of Sydney, 2002*

Public interest law work placement at the National Native Title Tribunal, Sydney.

* *Volunteer, International Humanitarian Law Unit, Australian Red Cross, 2001.*

**Referees**

Mr David Robinson   
Director, International Programs   
Australian Human Rights Commission   
Tel: +61 2 9284 9616   
Email: [david.robinson@humanrights.gov.au](mailto:david.robinson@humanrights.gov.au)

Ms Fiona Eastley  
Co-founder and member  
Karenni Action Project Inc.  
Tel: +61 405 985 913  
Email: [hinasama@hotmail.com](mailto:hinasama@hotmail.com)

Ms Justine Nolan   
Senior Lecturer and Deputy Director   
Australian Human Rights Centre   
University of New South Wales  
Tel: +61 2 9385 2863   
Email: [justine.nolan@unsw.edu.au](mailto:justine.nolan@unsw.edu.au)

Mr Ravi Nair  
Director  
South Asian Human Rights Documentation Centre  
New Delhi, India  
Tel. +91 11 619 1120  
Email: [rnairsahrdc@gmail.com](mailto:rnairsahrdc@gmail.com)