

## **Contact Details**

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## **Previous Employment**

Royal Conveyancing (Queensland)  
Conveyancing Assistant (Conveyancing and Family Law) – Full-time  
October 2021 – December 2021

- Answering incoming calls as the first point of contact, assisting where I am able or taking a message/passing on the call
- Auditing conveyancing files once they become unconditional, ordering searches, sending required information to clients
- Updating Smokeball once client questionnaires are received and maintaining client's information throughout their matters
- Following up clients in relation to documentation needed and providing them with procedural advice/information in relation to their conveyancing matter
- Updating PEXA once the matter is unconditional with our client's information, inviting banks and other parties, creating transfers of land
- Producing correspondence to clients (letters and emails) using precedents, changing them when needed to tailor the information to the situation
- Entering in financial information from rates, water and land tax searches to produce settlement figures
- Using Smokeball as our file management, client management and billing software
- Using Infotrack to order property searches for files
- Creating GST Withholding Forms on the Australian Tax Office website and through PEXA
- Stamping contracts on the Office of State Revenue website

Steindl Bradley & Associates (Queensland)  
Paralegal (Conveyancing and Family Law) – Full-time  
May 2021 – October 2021

- Handling Conveyancing Files from A-Z after an initial period of assisting with files (to help transition from Victorian to Queensland Conveyancing)
- Settling matters in paper and PEXA
- Seeing clients to go through initial paperwork and answering client queries over the phone and helping walk-ins
- Preparing and filing Divorce Applications

- Organising clients' financial documents in Family Law matters (including renaming files, ordering chronologically and creating subfolders) and creating weblinks so documents can be shared electronically with other parties
- Using LEAP as our file management, client management and billing software
- Using Infotrack to order property searches for files
- Creating GST Withholding Forms on the Australian Tax Office website and through PEXA
- Stamping contracts on the Office of State Revenue website

Davis Lawyers (Victoria)

Personal Assistant/Law Clerk (Property Law) – Part-time (4 full days a week)

April 2018 – July 2019

- Personal Assistant to Principal of the firm
- Attending to personal assistant duties such as diary management, phone screening, Dictaphone typing, end of month billing and other ad hoc duties
- Completing conveyancing files from start to finish, including initial advice letters, complying forever updating legislative requirements, attending to online settlements using Property Exchange Australia (PEXA) as well as rarer, physical paper settlements, completing stamp duty requirements using the State Revenue Office Duties Online form
- Assisting clients with queries in relation to their purchases or sales, including basic procedural advice
- Preparing and lodging survivorship and transmission applications, mortgages and caveats
- Creating and formatting complex legal documents such as Contracts of Sale, Vendor Statements, Leases, Deeds, Development Agreements and Loan Agreements
- Preparing and lodging complex stamp duty exemptions including gathering all required evidence in accordance with the Evidentiary Requirements Manual
- Arranging for applications for Plans of Subdivision to be created and registered
- Liaising with authorities such as local Councils, local water authorities, the State Revenue Office, the Land Titles Office as well as various Courts and Tribunals in a professional manner
- Occasional assistance with litigation matters such as creating briefs to barristers, typing affidavits and gathering exhibits

Gadens Lawyers (Victoria)

Administration Assistant/Law Clerk (Private Clients) – Part-time (9 day fortnight)

May 2016 – January 2018

- Managing conveyancing files under the supervision of a Partner, who I support one

on one

- Undertaking the newly required Verification of Identity process on new clients
- Preparing conveyancing documents such as Client Authorisation Forms, Transfers of Land, completing the online duties form on the State Revenue Office website, Statements of Adjustment, Settlement Instructions, Notices of Acquisition, Notices of Trust Acquisition and Notices of Disposition
- Assisting my Partner with shopping centre leasing files, such as preparing letters, issuing documents, certifying documents for signing and distributing documents to all parties
- Assisting the Private Client team (most of which practice Family Law) with spousal property transfers in accordance with Court Orders or Binding Financial Agreements
- Using the Outlook calendar to record important dates and diarising reminders on various conveyancing files
- Using Hotdocs to compile precedent letters
- Using Open Practice to open files and access accounts information, prepare prebills, invoices and trust account ledgers
- General administrative duties such as filing, diary management, arranging meetings, compiling and binding contracts and updating correspondence on files

Thomson Geer Lawyers (Victoria)

Legal Secretary/PA (Commercial Property/Leasing) – Part-time (Mon, Tues, Thurs)

February 2015 – May 2016

- Booking appointments, diary and email management of fee earners, room bookings, travel arrangements and expense reimbursements
- Ordering conveyancing searches via SAI Global, following up financial updates on certificates
- Preparing documents such as Transfer of Land, Goods Statutory Declaration and Purchaser's Statements
- Preparing matters for settlement, including settlement bookings, settlement instruction sheet, drawing cheques and getting financial updates from authorities
- Preparing sharefile links and uploading documents for clients
- Preparing and finalising bills, receipting trust cheques, preparing trust ledgers, arranging EFT's, trust to office transfers
- Client and matter opening, closing and archiving
- File maintenance, such as filing, scanning and saving, arranging for original documents to go into safe custody
- Drafting of basic letters, emails (including sending them on behalf of fee earners)

Wilson Lawyers (Queensland)

Legal Secretary (Commercial Property/Leasing) – Full-time

June 2012 - March 2014

- Preparing correspondence such as Leases, Commercial Tenancy Agreements, RSLA documentation, Commercial Land and Buildings Contracts and Disclosure documentation
- Preparing documentation for registration
- Certifying lengthy documents to the Department's satisfaction
- Reviewing and maintaining commercial lease files and following up/actioning if required
- answering client enquiries
- dictaphone typing
- relief reception
- billing

HWL Ebsworth Lawyers (Queensland)  
Trainee Property Paralegal – Full-time  
October 2011 - May 2012

- Liaising with clients, undertaking tasks corresponding to their instructions
- Auditing contracts
- Corresponding via letters using mail merge, emails and fax
- General office duties such as photocopying, faxing, filing and binding documents
- Maintaining and updating an Excel database for each development
- Receipting deposits and requesting trust cheques
- Ordering property searches using ESS and Citec
- Amending legal documents
- Billing
- Attending settlement

Electronic Search Services (Queensland)  
Administration Officer - Full-time  
June 2011 - October 2011

- Conducting property search orders for clients
- Providing software support to clients that use the ESS program
- Following up search orders for clients by liaising with search providers
- General office duties such as photocopying, faxing and cleaning

Borders Australia (Victoria)  
Merchandise Associate and Customer Service Associate – Part-time  
August 2007 - June 2010

- Operating the till, including processing sales, discounts and refunds
- Meeting targets in relation to signing up customers to Borders subscription emails
- Assisting customers on the shop floor
- Corresponding with Managers and Head Office regarding merchandise planning, ideas, stock queries
- Using Microsoft Office to create product list tables and signage
- Recommending products to suit customer's needs

### **Skills Acquired**

- Able to research and keep up to date with relevant changing legislation in the conveyancing sector, including ability to understand new concepts and procedures
- Attention to detail and patience when working with complex documents and matters
- Understanding clients' needs and recommending products to suit them
- Built resilience when communicating with challenging clients or professionals
- Talking to clients and/or customers in a calm, confident demeanour
- Working autonomously or in a team whilst meeting deadlines
- Typing speed of minimum 70 wpm
- Advanced knowledge of Microsoft Office and Windows
- Ability to navigate PEXA as well as process applications through government bodies such as the State Revenue Office
- Advanced knowledge of the Aderant Expert, Infinity, Open Practice, Filesite, LEAP and smokeball programs
- Gained knowledge of the conveyancing industry from a broker's point of view and from a legal point of view
- Basic HTML, CSS and Javascript knowledge

### **Education**

Holmesglen Institute of TAFE (Victoria)  
 Advanced Diploma of Business (Legal Practice)  
 August 2009 - June 2011

Wellington Secondary College (Victoria)  
 Victorian Certificate of Education

References available on request