AMELIA GOODSON

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Sydney, Australia 📍

Amelia Goodson, Web Developer

Inquisitive and driven front end web developer with two years' experience in HTML, CSS and JavaScript. Certified in full stack development following a professional background in law and communications, I am currently studying both UX Design and React to reinforce my skills. With an unquenchable thirst for learning, I am well-suited to an energetic, flexible team committed to employee development and providing a seamless experience for users.

Professional Experience   Skills

Freelance Web Developer
Sydney (November 2021 - present)
- Added and tested clickTag and Adform code in relation to HTML5 banner ads for Garmin smartwatches, adhering to tight deadlines.

Communications & Policy Assistant, Landcom
Sydney (February 2018 – present)
- Managed corporate websites and micro-sites via Silverstripe CMS, including SEO, content updates, and monitoring engagement statistics.
- Engaged in collaborative project to introduce new CRM for complaints management by providing input on UX design in terms of user workflow and ease of use, as well as advising on confidentiality compliance, and writing documentation.
- Researched and wrote engaging internal articles on range of sustainability issues, including carbon neutrality, waste management and recycling.
- Proofread external documents for publication including the Annual Report and Sustainability Report, verifying content and correcting errors.
- Wrote compliments and complaints policy and managed the accompanying reporting system, periodically conducting internal training on the policy and process.

Executive Assistant, Corporate Finance, Ashurst
London (December 2015 – September 2017)
- Performed billable legal work including drafting share pledges, account pledges and facility agreements.
- Drafted Board paper regarding post-Brexit implications for the business.
- Managed credit card reconciliation and expense reimbursement.

Executive Assistant, Commercial Disputes, Herbert Smith Freehills
Sydney (February 2012 - September 2014)
- Supported partners and associates in areas of complex commercial litigation and transactions. Completed document revisions, court document filings, travel arrangements and client monthly billing of high-profile clients. Prepared case summaries and detailed evidence chronologies.

Skills

HTML

CSS

JavaScript

jQuery

React

Responsiveness

UX Design

Node

Legal Secretary, Workers Compensation, DLA Piper
Sydney (February 2010 - January 2012)
- Provided paralegal support for the division by managing over 400 files and liaising with clients regarding complex workers compensation matters. Reviewed insurance, surveillance, and medical reports to assess claims and damages followed by drafting legal documents including affidavits and briefs to counsel.

Education and Certifications

2022	**Ultimate JavaScript Interview Course** *Udemy*
2021-present	**UX Design Professional Certificate** (*in progress*) *Google*
2020	**Full-Stack Web Development Certificate** *University Of Sydney & Trilogy*
2020	**Fundamentals Of Digital Marketing Short Course** *Google Digital Garage*
2020	**IT Support Professional Certificate** *Google*
2016 - 2020	**Bachelor Of Laws (First Class Hons)** *University Of New England, NSW, Australia* Thesis topic: Liability for injuries caused by Artificial Intelligence in healthcare.
2013 - 2015	**Diploma Of Business** *TAFE NSW* Award for Most Outstanding Student
2006	**Higher School Certificate** *St Mary's Senior High School, NSW, Australia* UAI score: 98.55. Premier's Award and Award for Most Outstanding Student