



## Web Designer / Developer / Engineer

Inquisitive and driven front end web developer with two years' experience in HTML, CSS, JavaScript and React. Professional experience with maintaining corporate WordPress websites with strong desire to delve deeper into coding. Certified in full stack development, UX Design, IT support, digital marketing, business, and law, I'm looking to leverage my skills by joining an energetic team committed to employee development and providing a seamless experience for end users.

## Professional Experience

### Freelance Web Developer

*Sydney (November 2021 - present)*

- Adding and testing clickTag and Adform code in relation to HTML5 banner ads for Garmin smartwatches.

### Communications & Policy Assistant, Landcom

*Sydney (February 2018 - January 2022)*

Achievements:

- Researched and wrote engaging internal communications articles on a wide range of sustainability issues.
- Lead the organisation of a successful large-scale conference of government leaders, including venues, designing the agenda and theme and soliciting speakers.
- Proofread large external documents for publication like the Annual Report and Sustainability Report, correcting errors and verifying factual content.
- Wrote compliments and complaints policy and managed the accompanying reporting system, periodically conducting internal training on the policy and process.
- Engaged in cross-team 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 training manuals and documentation.

### Executive Assistant, Corporate Finance, Ashurst

*London (December 2015 - September 2017)*

Responsibilities:

- Performed billable legal work including drafting share pledges, account pledges and facility agreements;
- Drafted submissions to the Board in regards to post-Brexit implications for the business; and
- Managed expenses including credit card reconciliation and expense reimbursement.

## Contact

Email

[ameliajanegoodson@gmail.com](mailto:ameliajanegoodson@gmail.com)

Portfolio

[ameliagoodson.com](http://ameliagoodson.com)

## Skills

UX Design

HTML

CSS

JavaScript

jQuery

React

Responsive Design

Node

[ameliagoodson.com](http://ameliagoodson.com)

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## **Executive Assistant, Commercial Disputes, Herbert Smith Freehills**

*Sydney (February 2012 - September 2014)*

### **Responsibilities:**

- Supported partners and associates in areas of complex commercial litigation and transactions.
- Managed monthly billing of over \$1 million to high-profile clients.
- Prepared case summaries and detailed evidence chronologies.
- Handled office scheduling and made notes for deadlines, motions and other important dates.
- Completed document revisions, court document filings, travel arrangements and client billing.

## **Legal Secretary, Workers Compensation, DLA Piper**

*Sydney (February 2010 - January 2012)*

### **Responsibilities:**

- Provided paralegal support for one high volume fee-earner, managing over 400 files;
- Reviewed insurance, surveillance and medical reports to assess claims and damages;
- Liaised with clients regarding complex workers compensation matters; and
- Drafted documents including affidavits, depositions, letters of demand and briefs to counsel.

## **Education**

May 20 - Dec 20	<b>IT Support Professional Certificate</b> <i>Google</i>
Jan 20 - Jul 20	<b>Full-Stack Web Development Certificate</b> <i>University Of Sydney &amp; Trilogy</i>
Nov 19 - Jan 20	<b>Fundamentals Of Digital Marketing Short Course</b> <i>Google Digital Garage</i>
Feb 16 - Jun 20	<b>Bachelor Of Laws (First Class Hons)</b> <i>University Of New England, NSW, Australia</i> Thesis topic: Liability frameworks for injuries caused by Artificial Intelligence in healthcare.
Jan 13 - Oct 15	<b>Diploma Of Business</b> <i>TAFE NSW</i> Award for Most Outstanding Student
2006	<b>Higher School Certificate</b> <i>St Mary's Senior High School, NSW, Australia</i> UAI score: 98.55. Premier 's Award and Award for Most Outstanding Student

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