

Amelia Goodson

Web Developer

Inquisitive and driven web developer with a flair for design and thirst for knowledge. Experienced in working with teams to produce digital content that engages customers and delivers conversions. Proficient in HTML, CSS, JavaScript and React, I enjoy creating functional, accessible and responsive websites from the initial wireframing to deployment.

Professional Experience

Communications & Policy Assistant, Landcom

Sydney (February 2018 – January 2022)

Responsibilities:

- Maintained corporate website using WordPress content management system and associated plugins.
- Organised large-scale conference of government leaders, including venues, designing the agenda and theme, soliciting speakers and making travel arrangements.
- Verified factual content of the Annual Report, which involved fact-checking hundreds of statements via research and consultation.
- Wrote compliments and complaints policy and managed the accompanying reporting system, periodically conducting internal training on the policy and process.
- Managed departmental budgets and acted as first point of call for advice on procurement.

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;
- Managed expenses including credit card reconciliation and expense reimbursement; and
- Provided high-level administrative and legal support to four senior associates and one senior partner by amending legal documents, organising travel and managing diaries.

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

Contact

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Email

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Skills

HTML

CSS

JavaScript

jQuery

React

Node

Responsive Design

UX & UI Design

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

**2021-07 -
2021-10**

IT Support Professional Certificate

Google

**2020-01 -
2020-07**

Full-Stack Web Development Certificate

University Of Sydney & Trilogy

**2019-11 -
2020-01**

Fundamentals Of Digital Marketing Short Course

Google Digital Garage

**2017-01 -
2020-06**

Bachelor Of Laws (First Class Hons)

University Of New England

Thesis topic: Examining liability frameworks to accommodate injuries resulting from AI in healthcare.

**2013-01 -
2015-10**

Diploma Of Business

TAFE NSW

Award for Most Outstanding Student

2006

Higher School Certificate

St Mary's Senior High School

UAI score: 98.55. Premier 's Award and Award for Most Outstanding Student