

ANNIE CHUNG

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Citizenship: Australian and New Zealand

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Education

Chartered Accountants Australia and New Zealand **2019 - Present**

Membership

The College of Law Australia **2017 – 2018**

Graduate Diploma of Legal Practice

Macquarie University **2013 – 2017**

Bachelor of Business Administration and Bachelor of Law

Sydney Ultimo TAFE **2011 – 2012**

Certificate IV Business

Cheltenham Girls High School **2004 – 2010**

Year 12 Higher School Certificate

Employment History

Little Lawyers **Oct 2018 – Present**

Position: Legal Practitioner

Duties: Interstate Committee Member; research policies and legislations for Compulsory Third Party and Workers Compensation Claims in different jurisdictions; and carriage of matters. Developing case strategy, reviewing and summarising medical and liability evidence, maintaining strong client relationship and meeting all deadlines.

MSA National **Nov 2017 – Oct 2018**

Position: Graduate Solicitor

Duties: Assisting in the legality and governance of loan documents. Management of all precedent changes, improvements and allocating the resources to where the priority of the business lies.

Rankin Ellison Lawyers **Feb 2017 – Nov 2017**

Position: Paralegal

Duties: Assisting the solicitor in his cases, that is in relevance to property law. Experience in subdivision for a developed land, probate in relation to a will, and creating an s88B instrument for the creation and extinguishment of easements.

Australian Open Government Partnership **Jul 2017 – Nov 2017**

Position: Legal Research

Duties: Working with Australian Open Government Partnership to determine whether open data has assisted in public participation. Whether this enhances transparency, accountability and trust in the government governing.

Galilee Solicitors**Oct 2014 – Feb 2017****Position:** Legal Secretary

Duties: Responsible for conveyancing, so there are no requisitions from Land Property Information (LPI). Assist the solicitors to do the necessary research and draft legal documents. Had to liaise with different clients to give basic information about Loan Documentation.

Yes Optus**Nov 2011 – Apr 2014****Position:** Manager

Duties: Responsible for managing the team and ensure customers are satisfied with the products and services attained at the store. Assist customers where there are problems by using different problem-solving skills. Training and retaining employees by educating them with the right knowledge and direction. Trying to achieve sale goals and motivating the team to do the same.

Certification**Chartered Accountants Australia and New Zealand**

Provisional Chartered Accountant (issued September 2020)

The Law Society Australia of NSW

Solicitor (issued September 2018)

The College of Law Australia

Certificate of Legal Business Skills (issued July 2018)

Technical Skills

Microsoft Word; Microsoft Excel; Microsoft PowerPoint; Microsoft Outlook; Affinity; Lexis Nexis; Open Practice; Gold; Leap; ActionStep

References**Name:** Mathew Shammas**Title:** Legal Practitioner**Company:** Littles Lawyers**Contact:** 0452 401 499**Name:** Nicky Li**Title:** Solicitor**Company:** MSA National**Contact:** 0466 651 336**Name:** Srdjan Rajbah**Title:** Team Leader**Company:** Galilee Solicitors**Contact:** 0449 515 377