

Deborah Soares

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Skills

Excellent written communication skills; advanced typing and computer skills; consistent professional attitude and behavior; effective listening and communication skills; the ability to work in a fast-paced environment while coordinating several activities simultaneously; the ability to present a professional appearance, diligent work ethic.

Education

2013	Graduate Diploma of Legal Practice, <i>University of Wollongong</i>
2010 - 2013	Bachelor of Laws, <i>University of Wollongong</i>
2011	French Intermediate Language Cert, <i>Institut Catholique de Paris</i>
2008 - 2009	Statement of Attainment - Accounting, <i>TAFE</i>
2004 - 2009	Selective High Schooling, <i>Hurlstone Agricultural High School</i>
2005	Exchange year - Brazil, <i>Colégio São Francisco Xavier</i>

Employment

June 2014 - October 2014 **Intern Solicitor, Salvos Legal**
Managing client files, drafting lease documents (Leases, Lease Renewals, Licences, Licence Renewals), drafting correspondence (letters and emails) to clients and to the other side's legal representation, following up matters on a regular scheduled basis, opening new matters, aiding in administrative tasks when needed.

August 2013 - November 2013 **Paralegal, GMH Legal**
Managing client files, undertaking legal research, assisting in client interviews, screening and answering incoming telephone calls, meeting and greeting guests, drafting legal documents and letters of advice, assisting in administrative tasks when required, covering reception when required.

January 2013 - June 2013 **Paralegal, Navado Lawyers and Solicitors**
Managing client files, undertaking legal research, assisting in client interviews, attending court proceedings, completing immigration forms, drafting legal documents and letters of advice, assisting in client interviews, filing, screening and answering incoming telephone calls, providing general administrative support to solicitors.

March 2012 - January 2013 **Receptionist, TSA Telco Group**
Performing general administrative duties, meeting and greeting guests, screening and answering incoming telephone calls, ordering stationary, managing all national and international freight shipments, daily sales reporting.

July 2007 - August 2009 **Sales Support Officer, TSA Telco Group**
Performing general administrative duties, assisting sales managers whenever required (running errands), maintaining cleanliness and organization of kitchen and boardroom facilities, data entry.