

Shaelah Thompson

Junior Paralegal
Law Clerk

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About

I have recently recieved my Associate Degree in Law and am looking for my first job within the field of law. I have a special interest in Corporate Law and International Business Law.

I am passionate about learning new things and continually challenging myself and strive to impress and succeed in all my endeavours

Education

2021-2022

Associate Degree in Law

Southern Cross University

2022-Current

Bachelor Degree in Law (Hon)/

Bachelor Degree in Business

Queensland University of Technology

2022-2023

Coding Bootcamp

University of Adelaide

Skills

- Proficient in MS and most other document management software.
- Familiar with filing, typing and basic accounting softwares such as MYOB.
- Extensive customer service and phone experience.
- Excellent written communication, time management and prioritisation skills.

Work Experience

Domino's Pizza

2018-2021

Store Manager

My supervisory position was offered within six months of starting with the company where I received training in Palm Beach, West Burleigh and Mermaid Beach stores. I was then promoted to Assistant Manager and then Store Manger at the Robina store.

As a part of my role I oversaw between 30 and 40 employees, and managed rosters and leave requests. I was also the main contact for up to 5 supervisors at a time. I oversaw weekly stocktakes and ordering for up to \$35k in stock per week.

I also had many additional administrative tasks such as stock transfers, handling customer complaints, hiring and disciplining employees, and completing training with both new and existing employees.

Innobake

2017-Current

Manufacturing Manager and Bookkeeper

In the last 12 months I have been offered the position of manufacturing manager, as well as, taking on additional bookkeeping tasks.

Tasks here include overseeing a small team of up to 5 staff members to manufacture wholesale deli small-goods to a high standard, use of MYOB for payroll, invoicing and other bookkeeping tasks.

I am also responsible for taking customer orders, following up on payments to suppliers and from customers and placing stock orders and maintaining inventory levels.

Merlins Pizza

2022-Current

Customer Service Representative

I have recently started an additional nighttime job. My role involves answering phones, writing orders, handling of customer complaints, handling cash and eftpos transactions and being of general assistance to managers and owners.