

# JENNIFER LAWRENCE

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## Summary

Enthusiastic final year law student with a good grasp of legal research, writing, and administrative skills. My professional demeanour means I am always enthusiastic to learn, improve, and succeed in everything I undertake, and seek to make a significant contribution to the success of the Fenton-Carter Law firm.

## Education

### **Bachelor of Laws/Psychological Science** 20XX

Griffith University, Gold Coast

- Academic Excellence Awards for placing in the top 5% of students (20XX & 20XX)
- Member of the International Golden Key Society for students in the top percentile of their discipline.

### **Summer School in International Human Rights Law** 20XX

University of Oxford | Oxfordshire, England

- Specialised in Women's and LGBTQI Human Rights, and Violence Against Women and LGBTQI Persons.
- Networked with legal professionals and colleagues from vast regions of the world.

## Legal

## Experience

### **Legal Assistant** 20XX to 20XX

Carter-McCaw Family Lawyers | Southport, QLD

- Developed competency and utilized LEAP Programming, opening and archiving files, writing letters of advice to clients & responses to other parties in proceedings.
- Completed legal administrative work such as filing, answering client phone calls, creating court document indexes, filing documents at the Court, and booking client consultations.
- Assisted solicitors with writing affidavits and correspondence on behalf of clients.

### **Legal Intern** 20XX to 20XX

Caxton Legal Centre | South Brisbane, QLD

- Conducted client interviews, formulated advice to clients on family law matters, researched family law legislation and case law, and prepared written follow-up advice to clients.
- Collaborated with solicitors to provide free legal advice to vulnerable clients, including clients who cannot speak English, read or write, and clients with mental health issues.
- Shadowed Caxton's Duty Lawyer at the Brisbane Magistrate's Court, assisting with domestic violence matters.

**Legal Volunteer** 20XX to 20XX  
Robina Community Legal Centre | Robina, QLD

- Interacted with clients and senior lawyers, performing client intake procedures
- Wrote file notes during client interviews.

**Legal Research Assistant** 20XX to 20XX  
Peter Bennou-Smith | Oxford, United Kingdom

- Performed legal research and prepared a legal memorandum for a United Nations mandate for Peter Bennou-Smith, the UN Special Rapporteur of Cultural Rights.

## Employment

**Customer Service Representative** 20XX to 20XX  
Coles | Miami Beach, QLD

- Working under tight time frames to complete transactions quickly limits
- Providing exceptional face-to-face customer service.

**English Tutor** 20XX to 20XX  
Working with Words | Surfers Paradise, QLD

- Tutoring both individuals and groups of up to four children
- Organising activities to enhance children's learning.

## Key Skills

**Software**

- Experienced using LEAP Legal management
- Proficient in Microsoft Office applications

**Oral & Written Communication**

- Drafting of written legal documents during internships
- Client interviewing and writing of file notes

**Teamwork**

- Collaborated in teams for university assignments, legal research and preparation of legal briefs

## Community Achievements

- 20XX: Pyjama Foundation as a Pyjama Angel. Experience mentoring and being a role model for a foster child.
- 20XX: Fundraised and bought personal items for Ngurri Ngurri Indigenous Young Women's Refuge Mt Isa.
- 20XX: Winner of the Gold Coast Women in Business Awards, Roma Blair Award for Outstanding Determination, Dedication and Leadership.

## Referees

Valerie Bertinelli, Supervisor, Caxton Legal Centre: 0434 656 989  
Daniel Marcantelli, Coordinator, Robina Community Legal Centre: 0499 499 499