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Employment and Achievements

JULY 2019 - Present

PARALEGAL, HIVE LEGAL

Hive legal is a new-law boutique firm that places an emphasis on using contemporary and innovative technology to improve the client experience in the law. My responsibilities include supporting lawyers across all practice areas of the firm by undertaking research, assisting with drafting, and any other tasks required in creating deliverables. I also help drive internal development within the firm through various committees and initiatives.

Key Achievements:

- Developed and implemented an automated feedback process for paralegals to identify strengths and shortcomings in their work in a trackable and quantifiable format that can be used during performance reviews.
- Team leader of the committee to develop and implement a firm-wide 360 degree feedback for all staff across the firm, including senior principal lawyers.
- Committee member for the diversity and multicultural affairs team.
- Committee member for the Hive program to create a mentoring program for all staff to connect with mentors/mentees in order to foster better teamwork and growth in staff.

OCTOBER 2018 - JULY 2019

VICTORIAN STATE VIRTUAL TRAINER (GOOGLE CLIENT), CREATIVE ACTIVATION

Creative Activation was engaged by Google to provide support and training to retail partners across Australia for hardware sales and software promotion. As a Virtual Trainer I was responsible for a territory of over 150 retail stores in Victoria and Tasmania. I provided Google Teams based training on Google hardware and software and developed strategies to engage stores in my territory through Tableau based data analysis. I was also asked to assist with additional training events as needed.

Key Achievements:

- Regularly met and exceeded average sales KPIs for regional retail partners in Victoria and Tasmania.
- Developed training material for regional retail partners that was disseminated nationwide.
- Keynote presenter at the Google Home Max launch for Victorian Google Retail Ambassadors.
- Invited to train the Google phone support staff centre in Fiji on all Google products sold in Q1 and Q2 2019

FEBRUARY 2018 - OCTOBER 2018

AMBASSADOR (GOOGLE CLIENT), CREATIVE ACTIVATION

My role as an ambassador was to ensure that retail partner stores in my territory were achieving and maintaining the sales figures set by Google in respect of Google hardware. My role was to train sales staff, ensure that fixtures were strategically placed on the sales floor, and act as a liaison between Google and store management to balance their respective interests.

JUNE 2015 - FEBRUARY 2018

MICROSOFT BRAND AMBASSADOR, CPM

As a brand ambassador for Microsoft I was responsible for driving sales, engaging retail partner staff in training, and developing the Microsoft brand perception in retail partner stores. I was also frequently called upon to assist with corporate demo events and major conferences.

Key Achievements:

- Winner of the 2015 CPM Microsoft Conference "Most Engaging" award.
- Invited to assist with product demonstrations for Surface Hub and Hololens at Telstra Vantage 2017
- Invited to assist in managing the Microsoft booth at PAX 2017

PROJECT CONSULTANT/MANAGER, IMPETUS CONSULTING GROUP

Impetus Consulting Group is an organisation which offers students the opportunity to undertake real consulting work to test the skills they have acquired from competition scenarios. As a project consultant with Impetus, I was part a team which helped the Monash chapter of Engineers Without Borders reorganise their management structure and drastically improve their low member retention rate.

Following this project I was appointed as a project Manager for Crepes for Change's business development project. In this role I applied my better developed skills and leading a diverse and multitalented team to help Crepes for Change develop a foundation upon which to grow their business.

Qualifications

2017-Current

JURIS DOCTOR, MONASH UNIVERSITY

- Grand-Finalist for 2017 Corrs Chambers Westgarth Negotiation Competition, held by the Monash JD Student Society.
- Participant at the Global Legal Hackathon 2018-2019.

2014-2016

BACHELOR OF ARTS (INTERNATIONAL RELATIONS), MONASH UNIVERSITY

- Committee member for Monash Indian Cultural Society (MICS).
- Event Graphic Designer for MICS as well as Monash University Sri Lankan Cultural Club.
- Exchange student at the University of Sheffield in 2016.

2012

VCE, MELBOURNE HIGH SCHOOL

- Member of 415 Squadron of the Australian Air Force Cadets
- Editor of the Melbourne High School student publication "Sentinel".

Key Skills

- Excellent communicator.
- Experience with relationship management.
- Experience in direct leadership roles.
- Creative thinker and content creator.
- Legal advice drafting proficiency.

- Proficiency with legal and general research webtools and software.
- Confident public speaker.
- Eager learner.
- Remote working software proficiency.

Hobbies and other activities

Stand-up Comedy

To help bolster my confidence in public speaking I took up stand-up comedy as a trial by fire that has paid off, both by giving me a hobby that naturally improves my ability to communicate with large groups of people, as well as one that challenges me to hone and retain my creative edge.

Playwriting

Following a long-standing dream of mine to write and produce a play, in March of 2018 my comedy play "The Biggest Richard" was performed for three nights at the Union Theatre at Melbourne University.

References provided upon request