

RESUMÉ

Sophie Kate Bennett

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I am a very ambitious individual dedicated to excellence and professionalism in every role and duty that I perform. I thrive in performing a diverse and varied role of work and pride myself on my ability to maintain a dynamic and positive attitude and drive to develop my industry skills. I am currently seeking to build upon my current education and work experience by securing a position within a government organisation where I will be able to demonstrate my professional qualities and contribute to the success and growth of the organisation. I am particularly passionate about human resources, management, marketing, industrial and employment law, insurance law, competition and consumer law, construction law and corporate law

EDUCATION

Jan 2026 - Present	Australian Institute of Company Directors Course
Jan 2026 - Present	Doctor in Philosophy (PhD) (History) The University of Bristol, England, UK
Jan 2026 - Present	Doctor in Philosophy (PhD) (Law) International European University (EU), Paris, France
Sep 2025 - Sep 2025	Governance Institute of Australia (GIACert) The Governance Institute of Australia Environmental, Social and Governance (ESG) Course Ethics, Culture and Governance Course Risk Governance Course Sustainability Reporting Course Grade: Merit
Mar 2025 - Mar 2025	Practice Management Course Leo Cussen Centre for Law, Melbourne, Victoria, Australia Grade: High Distinction Average

Feb 2023 - Dec 2025	Bachelor of Business (Marketing) The University of Tasmania, Sandy Bay, Tasmania
Feb 2023 - Present	Masters in Business Law Transactions The College of Law, Melbourne, Victoria
Feb 2023 - May 2023	Undergraduate Certificate in Marketing Analytics The University of Tasmania, Sandy Bay, Tasmania
Feb 2023 - Present	Masters in Legal Business Management The College of Law, Melbourne, Victoria
Feb 2023 - Dec 2023	Diploma in Science The University of Tasmania, Sandy Bay, Tasmania
Aug 2022 - Oct 2022	Rhode Scholar The University of Oxford, England, Brittain Ethics and Professional Responsibility Civil Litigation Property Law Employment and Industrial Relations Law Awarded Best Speaking Oralist
Feb 2022 - Oct 2022	Graduate Diploma in Legal Practice (GDLP) The College of Law, Melbourne, Victoria
Jul 2022	Certificate of Legal Technology and Business Skills The College of Law, Melbourne, Victoria
Feb 2018 - Dec 2021	Bachelor of Business (Management) and Bachelor of Laws The University of Tasmania, Sandy Bay, Tasmania Course Grade Point Average (GPA): 5.2 BBUS 6.2; LLB: 4.5
Feb 2012 - Dec 2012	Diploma in Languages (French) The University of Tasmania, Tasmania, Australia Award for highest grade in Managing People at Work Award for highest grade in Small Business Management High achieving student for BEA140 Quantitative Methods (invited to become a Peer Assisted Study Session (PASS) team leader)

Invitation to join the Bachelor of Philosophy degree in July 2018 and February 2019 (additional elite degree option for outstanding academic results)
Top 25 eligible GPA students from the College (Undergraduate and Post-graduate) and eligibility for the prestigious New Colombo Scholarship program
Invitation to join the Law and Business Honours programs at the University in penultimate year of degree
2022 University of Melbourne Graduate Academic Scholarship to study Master of Management
Tasmanian School of Business and Economics (TSBE) Deans Roll of Excellence December 2018
Certificate of Applied Employment Skills Package (COBE)
Recipient of Law Graduation Lunch
UTAS Business and Law Alumni; Scholar
The Tim Hawkins Postgraduate Memorial Scholarship for outstanding results in international law and related units
Nominated Westpac Future Leaders Scholarship 2025

Feb 2012 - Dec 2013

Completed Year 11 and 12

The Friends' School, North Hobart, Hobart, Tasmania

Australian Tertiary Admission Rank (ATAR): 99.95
Two Commendation Letters in 2013 from Principal for Outstanding Academic Performance across all Pre-tertiary Level 3 Subjects
Dux in Psychology and Sociology 3C
Dux in Physical Sciences 3C
Represented College in Alliance Francaise Competition

KEY SKILLS

- Exceptional problem-solving and analytical skills
- Effectively and professionally communicate as a member of a team
- Demonstrated enthusiastic work ethic and eagerness to learn new skills
- Capacity to work under pressure, multi-task a diverse range of work and meet deadlines
- Working in small teams and communicating with a variety of clients
- Maintain reliability, professionalism and client integrity

EMPLOYMENT EXPERIENCE

Dec 2025 - Present

Engagement and International Relations Coordinator
Recovere, Remote

Dec 2025 - Present **Human Resource (HR) Advisor**
Indigenous Education Foundation (IEF)/MOPRA, Northern Territory, NT, Australia

Oct 2025 - Present **Consultant Coach**
Oct 2025 - Present **Business Owner: Quality Mind Global**
Worldwide

Jul 2025 - Present **Associate**
Creative Family Law Solutions, Melbourne, Victoria, Australia

Key responsibilities and duties:

- Emphasis on Family Law
- Drafting affidavits, subpoena material and completing file notes and chronologies
- Working with the International Children’s Lawyers (ICL) and The Federal and Family Circuit Courts of Australia, The Department of Families, Fairness and Housing (DFFH) and Victorian Police
- Familiarity with the *Family Law Act 1975* and Victorian Legislation
- Proficiency in legal software, including Action Step, Discord and other software including Gmail, Microsoft Teams and Zoom

May 2025 - Present **Front-of-House Officer**
Jun 2011 **Founder and Owner**
Mona Museum, Dark Mofo, Berriedale, Hobart, Tasmania, Australia

May 2025 - Present **Associate**
Barclays Lawyers, Sydney, New South Wales, Australia

Key responsibilities and duties:

- Completing research on family law court system cases involving interventors in parenting cases, risk of (family) violence and child abuse cases, abuse and neglect of children, concerns of children safety and well-being, change of circumstances and amending or discharging parenting orders, best interests of children, importance of child welfare, adducing new evidence, leave for children to give evidence
- Research for when a private certifier has amended subdivision works certificate SWC
- Looking at case summaries
- Analysis where cases are not followed or distinguished

May 2025 - Jul 2025 **Associate**
James IP Lawyers, Melbourne, Victoria, Australia

Key responsibilities and duties:

- Emphasis on Intellectual Property (IP) Law
- Filing applications and affidavits in RedCrest
- Conducting Company searches
- Completing content work to update web site

- Analysing legislation closely including the *Corporations Act* and the Australian Solicitors Conduct Rules (ASCR) and analysing the unit trust documents
- Proficiency in legal software, including Clio Glow, PEXA and other software including Gmail, Microsoft Teams and Zoom

May 2025 - Present

Associate

Universal Lawyers, Sydney, New South Wales, Australia

Key responsibilities and duties:

- Emphasis on Criminal Law, Property Law and Family Law
- Drafting affidavits and letters to clients
- Completing general legal research work
- Proficiency in legal software, including Microsoft

Jan 2025 - Present

Information Officer (Casual)

The Wooden Boat Festival, Hobart, Tasmania, Australia

Key responsibilities and duties:

- Respond to inquiries from staff, customers, and the public regarding products, services, policies, and procedures
- Provide accurate and up-to-date information through various channels like phone, email, and online platforms
- Develop and maintain information databases and knowledge bases to facilitate easy access to relevant data
- Refer complex inquiries to subject matter experts when necessary

Mar 2024 - May 2024

Contracts and Administration Clerk

Wise Move Conveyancing, Hobart, Tasmania, Australia

Feb 2024 - Mar 2024

Legal Administrator

Ranstad, Hobart, Tasmania, Australia

Key responsibilities and duties:

- Working in Property and Conveyancing
- Sale of property contracts; purchaser and vendor; interpreting clauses and provisions
- Completing instruction sheets
- Managing files start to finish
- Completing transfer of TasWater forms between Seller and Purchaser
- Completing VOI and associated certifications and providing instructions to clients
- Witnessing clients fill in contracts
- Proficiency in legal software, including Leap Conveyancing
- Effectively communicating with junior and senior staff via electronic formats, including telephone, email and face-to-face
- Creating letters and emails to clients, law firms and real estate agents
- Attending settlements

- Responsible for the management and administration of contracts, as well as the process by which they are created and agreed

Feb 2025 - Mar 2025

Administration Manager
Morrison Accounting, Hobart, Tasmania, Australia

Key responsibilities and duties:

An accounting officer's roles and responsibilities encompass managing financial records, processing invoices and payments, reconciling bank statements, and preparing financial reports, while also providing administrative support and potentially managing petty cash and employee expenses

- **Financial Record Keeping:**

- Maintaining accurate and up-to-date financial records
- Posting journal entries and managing the general ledger
- Processing accounts payable and receivable

- **Invoice and Payment Processing:**

- Processing invoices and payments
- Reconciling bank statements

- **Financial Reporting:**

- Assisting in the preparation of financial reports (e.g., balance sheets, profit and loss statements)
- Preparing financial reports for internal and external use

- **Budget Management:**

- Assisting in forecasting future income and expenses
- Creating budgets and balance sheets
- Ensuring that spending is within budget limits

- **Administrative Support:**

- Responding to customer, vendor, and employee inquiries
- Providing general administrative support when needed

- **Other Potential Responsibilities:**

- Managing petty cash and staff expenses
- Reimbursing petty cash
- Undertaking operations of the accounts receivable function, including raising invoices, credit notes, and issuing statements to debt recovery
- Assisting in analysing and the preparation of financial reports

Supporting Manager Financial Services with any accounts related matters

Feb 2025 - Present **Patron Services The Tasmanian Wine Festival**
Vandemonian, The Botanical Gardens, Hobart, Tasmania, Australia

Nov 2024 - Feb 2025 **Support Worker**
Belinda Allen at B&AC Consulting, New Town, Hobart, Tasmania, Australia

Feb 2024 - May 2025 **Strategic Change Project Consultant**
MK Law, St Kilda, Melbourne, Victoria, Australia

Key responsibilities and duties:

- Emphasis on Criminal Law
- Locating information to include on web site

Nov 2025 - Present **Examination Coordinator**
Nov 2023 - Present **Examination Supervisor**
TASC, Hobart, Tasmania, Australia

Key responsibilities and duties:

- Responsibly conducting and supervising examinations to year 11 and 12 College students

Mar 2023 - Dec 2023 **Associate (Immigration and Litigation)**
D Legal, Melbourne, Victoria, Australia

Key responsibilities and duties:

- Rotations in Litigation, Migration Law, Family Law, Wills and Estates and Commercial Law
- Drafting work in preparation for Administrative Appeals Tribunal (AAT) and the Minister for Immigration and Border Protection Court submissions on non-payment of student visas, visa applications for Business Skills (Provisional) (Class EB) visas and approving applicant's nomination; and analysing the basic eligibility for skills assessment criteria for migrants
- Other matters, including: jurisdictional unreasonableness, fast-tracking AAT matters, jurisdictional error, judicial review, work on incorporated associations, when conflicts of interest may arise, witness statements, statements of legitimate forensic purpose, oppressive conduct, legal privilege, filing defenses and objecting to subpoenas in the Magistrates Court, issuing injunctions, pre-litigation and discovery applications, inheritance and divorce orders, requesting costs in VCAT, vexatious litigants and the ability to declare person in VCAT, filing legal privilege applications in Court
- Dealing with Part IV Family Provision Claims, starting proceedings in the Federal Court regarding child contact
- Working closely with the Corporations Act looking at Director's duties and Shareholder's rights
- Interpreting case law, letters from clients and solicitors, laws, legislation and locating Court documents and files

- Effectively communicating with junior and senior staff via electronic formats, including telephone, email, WhatsApp and Skype
- Reviewing documents
- Attending conferences
- Updating web site and Facebook page with law facts, questions and answers for clients' legal matters
- Proficiency in legal software, including Leap and other software including Gmail, Microsoft Teams and Zoom
- Conducting legal research tasks

Feb 2023 - Dec 2023

Legal Project Manager

Jul 2018

Founder

Levy & W, Sydney, New South Wales, Australia

Key responsibilities and duties:

- Commercial Law, Corporate Legal Projects and Consumer Law, Privacy Law, Data, Confidentiality and issues associated with emerging Digital Technologies
- Emphasis on clients working within the building, architecture, interior design and beauty industries
- Drafting contracts and agreements for business clients
- Amending legal documents such as copyright notices, web site privacy policies, job briefs, design and styling proposal agreements, email disclaimers, professional tax invoices (single item and detailed), consultation documents, website terms and conditions, professional order forms for suppliers, liability disclaimers and branding for clients, formatting settlement agreements
- Proof-reading letters to clients
- Effectively communicating with junior and senior staff via electronic formats, including telephone, email and WhatsApp
- Managing individual client files, helping clients to fill in client intake forms and working with clients in different jurisdictions (England, America and Australia)
- Proficiency in legal software, including Clio Grow, and other databases, including OneDrive, Gmail, Microsoft Teams and Zoom
- Conducting legal research tasks

Jun 2025 - Present

Academic Board and Student Reference Group

Feb 2023 - Present

Board of Governors and Honourary Fellow

Feb 2023 - Present

Event Facilitator and Graduate College Ambassador

The College of Law, Melbourne, Victoria, Australia

In this role, my duties include designing public engagement initiatives to transform communities, overseeing program finance and fundraising issues, and mobilising teams of volunteers to support social activities

Key responsibilities and duties:

- Meet and speak to future students, legal professionals and organisations about experiences in Practical Legal Training (PLT)

- Attend PLT training sessions and meetings
- Participate in talks at events/seminars (careers academy)
- Represent the College at University career fairs and networking events
- Promote the College events on social media

Aug 2022 - Sep 2022

Clinical Work Experience

Key responsibilities and duties:

- Completed work related to Consumer Law issues, including: planning interviews; observing client interviews and preparing file notes; planning a negotiation; participating in a negotiation; analysing a disciplinary matter; analysing the best practice in a lawyer and client relationship and analysing aspects of legal practice management
- Liaising with a practitioner mentor to provide written reports
- Achieved an average mark of 81% across all learning activities

May 2025 - Present

Adjust Data Merchant

Oct 2022 - Present

Tele-Strategic Consultant

Hays, Hobart, Tasmania, Australia

Oct 2023 - Present

Senior Legal Research and Human Resources Analyst

Oct 2022 - Sep 2023

Legal Research and Human Resources Analyst

The Department of Employment and Workplace Relations, Melbourne, Victoria, Australia

Key responsibilities and duties:

- Performing independent and complex analysis to support ongoing human resources programs, program development, and evaluate for program performance; performs the most difficult and complex human resources activities and independently manages various human resources programs and initiatives
- Forecasting hiring needs, sourcing potential hires on various online channels, building relationships with passive candidates and hiring managers and evaluating candidates' performance in interviews and assignments
- Discuss key business objectives with stakeholders, build internal analytics modelling IP and accelerators, and provide insight into what business users are looking for and would these business initiatives prove profitable

Oct 2022 - Jul 2023

Graduate Internship

Herbert Smith Freehills, Sydney, New South Wales

Leo Cussen, Melbourne, Victoria

Marrickville Legal Centre, Sydney, New South Wales

The Chartered Institute of Arbitrators, London, England

Allens Linklaters, Sydney, New South Wales

White & Case, New York, United States

Latham & Watkins, Los Angeles, California

Ashurst, Melbourne, Victoria and London, United Kingdom

Clifford Chance, London, United Kingdom

Commendation for Outstanding Contribution in the Morrison Foerster's Litigation Module

Herbert Smith Freehills, Sydney, New South Wales

Key responsibilities and duties:

- Completed Digital Law, Financial Services Regulations and Global Litigation modules
- Drafting documents relating to connected and autonomous vehicles; coding a smart legal contract; working with a smart legal contract dispute; notifying relevant regulators; drafting an instructions email; preparing questions for witness interview; revising XBank's press release; completing a memorandum on specific performance; advising on pre-action conduct and protocols; assisting in-house counsel in preparation for a board meeting; answering a client's questions on civil litigation proceedings; drafting the settlement agreement and working with a law firm's business development
- Liaising and communicating with senior lawyers
- Tailoring legal advices to a range of client needs

Leo Cussen, Melbourne, Victoria

Key responsibilities and duties:

- Completed Family Law and Human Rights Law modules
- Drafting documents relating to research and communication starters, parenting and property arrangement
- Taking instructions, categorising information and advising a client on missing children
- Correctly communicating and advising a client who has been fired, is claiming disability discrimination and challenging an order to be deported from Australia
- Liaising and communicating with senior lawyers
- Tailoring legal advices to a range of client needs

Marrickville Legal Centre, Sydney, New South Wales

Key responsibilities and duties:

- Completed Employment Law module
- Drafting documents relating to the Fair Work Commission's jurisdiction unfair dismissal in the workplace; preparing an unfair dismissal application for a client; preparing submissions for conciliation and preparing terms of settlement for a settled fair work commission matter
- Liaising and communicating with senior lawyers
- Tailoring legal advices to a range of client needs

The Chartered Institute of Arbitrators, London, England

Key responsibilities and duties:

- Completed Alternative Dispute Resolution module
- Drafting documents for a dispute resolution clause to reflect commercial and strategic objectives

- Advising a party on dispute resolution options and assist with the selection of an arbitrator
- Prepare a list of procedural and substantive issues that arise during a dispute
- Liaising and communicating with senior lawyers
- Tailoring legal advices to a range of client needs

Allens Linklaters, Sydney, New South Wales

Key responsibilities and duties:

- Completed Commercial Transactions module
- Drafting documents relating to a Request for Information (RFI) list; a review of a licence agreement; amending a share purchase agreement; compiling a condition precedent and closing checklist and authorising the transaction by drafting board minute
- Liaising and communicating with senior lawyers
- Tailoring legal advices to a range of client needs

White & Case, New York, United States

Key responsibilities and duties:

- Completed Intellectual Property (IP) module
- IP subject matter foundation and learning about IP and IP litigation to help advise a client
- Preparing and communicating an email to a client about a legal issue
- Preparing a memo to a partner and analysing the facts and the law
- Preparing a PowerPoint presentation and engaging in client counselling
- Arguing in support of a client's position and engaging in oral advocacy

Latham & Watkins, Los Angeles, California

Key responsibilities and duties:

- Completed Mergers and Acquisitions module
- High-stakes M&A transaction, by reviewing an NDA and preparing client's negotiating position on key drafting changes
- Using AI in the due diligence process to analyse key customer contracts and consider implications on drafting merger agreement
- Provide urgent advice to client's board regarding the emergence of a new bidder in the transaction
- Prepare presentation to board summarising the key mechanics as contained in the sale and purchase agreement.

Ashurst, Melbourne, Victoria

Key responsibilities and duties:

- Completed Intellectual Property and Competition module
- Research Planning and preparation; preparing a research strategy on a discreet legal issue regarding a joint venture

- Communicating research findings to the client by identifying the core commercial considerations for the client in a challenging joint venture
- Urgent search warrant review; with client facing a surprise inspection by the CMA; urgently review the relevant search warrant
- Shadow a CMA investigation by preparing a strategy to quickly respond in a situation where the CMA may potentially be copying privileged information
- Substantive privilege; preparing a summary of the possible privilege claims that may be available to the client

Ashurst, London, United Kingdom

Key responsibilities and duties:

- Completed Building your Personal Brand module
- Developed an understanding of personal branding and why it matters for job seekers
- Taking action to manage online presence and assess current personal brand
- Gain an understanding of how to utilise LinkedIn to develop and promote personal brand
- Develop and optimise my LinkedIn profile
- Promote my personal brand by crafting a compelling LinkedIn post

Clifford Chance, London, United Kingdom

Key responsibilities and duties:

- Completed Climate Change module
- Researching new climate-related laws that could impact clients if/when they enter into force
- Present to a client on its duties around climate-related information reporting
- Advise client on what changes are needed to protect their interests

Oct 2022 - Present

Talent Acquisition and Recruitment Consultant

Searson Buck Business Recruiting, Hobart, Tasmania, Australia

Key responsibilities and duties:

Talent acquisition consultants help companies hire new employees, while human resource consultants help companies manage their entire workforce

- A proactive process that involves recruiting and onboarding new employees
- Helps companies build a long-term talent pipeline
- Involves working with lead managers to define and create workplace culture
- Human resources
- A broader field that covers the entire employee lifecycle
- Involves onboarding, training, setting compensation and benefits, and handling employee exits
- Involves developing policies to govern employees
- Involves helping companies analyse their business and goals

Oct 2022 - Present

Registrar's Associate

The Supreme Court of Melbourne, Victoria, Australia

Key responsibilities and duties:

- Completing paperwork, liaising with parties, keeping a record of court proceedings and providing general clerical support
- Make and remark administrative decisions and functions in support of Judges and Solicitors
- Engaging in pre-trial work that involves documenting the witnesses and defendants, sending out notices and providing legal information to both parties
- Provide evidence about civil disputes and matters concerning legal rights and obligations
- Attending Directions Hearings
- Working on Pro Bono matters, and helping individuals to complete the Pro Bono referral service and application form through the Law Society of Tasmania

Nov 2021 - April 2022

Visiting Course Convenor

Queensland University of Technology (QUT), Brisbane, Queensland, Australia

Key responsibilities and duties:

A visiting course lecturer's primary responsibility is to design and deliver engaging lectures within a specific course, drawing on their expertise in a particular field, while also interacting with students, providing feedback on assignments, and staying updated on relevant academic developments, all within the timeframe of their temporary appointment at the institution; this often includes collaborating with the course coordinator to ensure alignment with the overall curriculum

Dec 2018 - Oct 2022

Law Clerk

Angela Sdrinis Legal, South Hobart, Tasmania, Australia

Key responsibilities and duties:

- Looking into matters involving: sexual and institutional abuse; work cover and public liability
- Completing case notes and file notes
- Introduction to legal software, including eBrief Ready

Jul 2025 - Dec 2025

Cracow University of Economics (UEK, Poland)

Key responsibilities and duties:

Worked on HRM related projects. This was reflected in my ability to identify, describe, and discuss various aspects of emerging HRM issues and present it in my work in the form of an e-poster presentation

Dec 2024 - Present

Examination Supervisor

The University of Tasmania, Sandy Bay, Tasmania, Australia

Key responsibilities and duties:

- Organise events and activities to engage and include international students in law school
- Liaising with other committee members to discuss student enquiries and concerns
- Supporting students in the successful transition into tertiary law studies

Aug 2023 - Dec 2024 Honourary Senior Lecturer and Program Coordinator for Business Honours Students

Feb 2023 - Present

Lecturer (School of CALE and TSBE)

Feb 2015 - Nov 2021

Feb 2015 - Dec 2015

**Professional Academic Note-Taker
The Tasmanian University Law Society (TULS)
First Year International Subcommittee Leader**

Key responsibilities and duties:

- Taking detailed and professional study notes for University students with disability

Jul 2018 - Present

Spud Fit
Weight Loss; The Potato Diet

May 2025 - Present

Second-In-Charge (2IC) (Part-time)

Mar 2018 - Present

Pre/Post Poll Officer (Part-time)

Mar 2018 - Present

Electoral Officer

Tasmanian Electoral Commission (TEC), Hobart, Tasmania

Australian Electoral Commission (AEC), Hobart, Tasmania

Working alongside polling staff, including the Officer-In-Charge (OIC) and Second-In-Charge (SIC) to assist in the management of the polling place at the 2018 House of Assembly and Legislative Council elections and the 2022 and 2024 Federal Elections. Working on pre-polling Election day in March, 2024, the 2024 Legislative Council election and the 2024 Council By Election. In July, 2023 I worked alongside the TEC Operations Team in preparation for the 2025 State Election

Key responsibilities and duties:

- Find electors on the roll
- Checking the number of ballot papers allocated
- Keeping the netbook computers and ballot papers secure
- Issuing the correct ballot paper to the elector and marking the elector off the roll
- Providing assistance to the voter, including handling spoilt ballot papers
- Guarding the ballot box
- Controlling the queue
- Following the close of the poll including assistance with the count
- Producing a 0% error of margin for 30,000 results recorded on election day
- Preparing folders and training kits materials for all Tasmanian electoral divisions (Bass, Braddon, Clark, Franklin and Lyons)
- Assisting with polling manager returns
- Counting the number of ballot envelopes, and producing a 0% error of a margin of \$15,000 results recorded for each Tasmanian electoral division
- Proficiency using paper guillotine to fit size dimensions for election documents
- Proficiency using functions on netbook, and software utilised by the Commission

Jan 2016 - Feb 2017

Summer Vacation Fruit Picker
Carnarvon Bay, Port Arthur and Penna, Hobart, Tasmania, Australia

Nov 2015 - Feb 2016

Salmat Marketing Distributions
Howrah, Hobart, Tasmania, Australia

Key responsibilities and duties:

- Responsible for the distribution of marketing materials

Nov 2022 - Present **Senior Growth Manager**
Feb 2015 - Nov 2022 **Growth Manager**
Office South, Battery Point, Hobart, Tasmania, Australia

May 2014 - Jul 2017 **Strategic Marketer**
RACT, Hobart, Tasmania, Australia

Jan 2014 - Present **Action Market Research: Instinct and Reason**
Dec 2023 - Present **Nature Funding and Management Research**
Monash University, Melbourne, Victoria, Australia

Dec 2023 - Present **Vice President Marketing and Sponsorship for Public Relations**
Jan 2014 - Present **Executive Director: The Social Research Centre**
Jan 2014 - Present **Market Research and Public Relations**
Livetribe (Elite Member), Survey
Village, Opinion World, Your Opinion
and Rewardia (Silver Status)
Hobart, Tasmania, Australia

Organised effort to gather information about target markets and consumers to know more about their interests, starting with you they are. The purpose of market research is an important component of business strategy and a major factor in maintaining competitiveness.

Key responsibilities and duties:

- Contribute to important market research to cover broad past and current market conditions about consumer demographics and demand for products and services
- Participate in regular focus groups

Jul 2018 - Present **Employee Relations Officer**
Jun 2014 - Jul 2018 **Administrative Assistant**
Bennett Electrical, New Town, Tasmania, Australia

Key responsibilities and duties:

- Helping with the day-to-day administrative operations of the office
- Filing paperwork; completing accounts; answering phone calls; preparing taxation documents and managing the calendar of their supervisors
- Exposure to a range of software, including Microsoft, Excel and MYOB

Jan 2022 - Present **Inclusion and Diversity Senior Manager**
Jan 2022 - Present **Community Mobilisation Team**
Jan 2013 - Jan 2013 **Resilience Co-ordinator (South) Emergency Services**
Jan 2013 - Present **Officer: Emergency Services Workforce Wellbeing (Part-time)**
The Australian Red Cross, Hobart, Tasmania, Australia

Key responsibilities and duties:

- Deliver activities at individual, household, and community level to strengthen resilience

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- Student Member, Tasmanian University Business Society (TUBS): 2018 - 2021
 - Student Member, Tasmanian University Law Society (TULS): 2018 - 2021
 - Member of The Law Society of Tasmania: January 2022 - Present
 - Law Council of Australia Membership: December 2021 - Present
 - Associate Membership with the Law Society of Tasmania: November 2023 - Present
 - Affiliated Member of Governance Institute of Australia (GIA)
 - Affiliated Member of The Australian Institute of Company Directors
 - TSBE Staff and UTAS Alumni Membership: Feb 2021 - Present
 - Member: Sustainable Living Tasmania
 - Member: Twins Research Australia (TRA)
 - Dribble and Shake Wellness Ambassador
 - Responsible Service of Alcohol (RSA): Issued February 2025
 - First Aid Certificate: Issued February 2025
 - Member: IUCN (International Union for Conservation of Nature)
 - Student Member, University of Tasmania Tennis Club: 2015 – 2017
 - Member of The Domain Tennis Centre: 2016 - Present
 - Legal Practice Certificate, Tasmanian Board of Legal Education: issued November 2022
 - Working with Vulnerable People License: issued September 2023
 - Current Full Tasmanian Drivers' License: issued 18 July 2017
 - The University of Tasmania IT Security Test (HD Average)
 - Essentials Training Quizzes: Safety and Well-being, Appropriate Workplace Behaviour, Keeping Safe, Safeguarding our Work, Privacy, Making Decisions and Seeking Approval, Declarations and Conflict of Interest and Policy at the University

LANGUAGES

- French

Elementary proficiency

- English

Native or bilingual proficiency

REFEREES

- Available on request