
Hannah Cameron

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BACKGROUND

Hannah is a hardworking and efficient paralegal with strong problem solving skills that allow her to complete tasks quickly and effectively as part of a team or independently. Hannah approaches tasks with determination and enthusiasm that allows her to meet deadlines. She demonstrates strong initiative whilst still being an effective team player.

Hannah is currently in her fourth year of a Bachelor of Arts and Bachelor of Laws (Honours) at the Australian National University. She maintains a distinction average whilst balancing work and other university commitments.

Hannah has a passion for law, legal problem solving and research, and enjoys being involved in the law community at the university. Hannah is a founder of the Australian National University's Women in Law Organisation where she coordinates a mentoring program which connects women in the legal profession with law students. This has allowed Hannah to develop her organisational, administrative and communication skills, while working with co-founders, students, university administration and legal professionals.

In 2016, Hannah undertook an internship in the Office of the Hon Christian Porter MP, Minister for Social Services. During this time, Hannah completed a major research project (8,000 words) on merits review of social security appeals. This project required her to work independently and take the initiative to fully scope the project requirements, identify and research sources and materials and meet deadlines. Hannah demonstrated excellent legal research skills to present an overview of merits review and used critical thinking to evaluate and suggest future improvements. Hannah's supervisor was very impressed with her report and her professionalism, drive and capacity to get the work done with little direction. Her supervisor also noted her willingness to help out when needed with a variety of other administrative tasks, and her keen eye for detail as well as her effective communication skills and rapport with others in the office.

Hannah has also worked as a paralegal and office coordinator in the Office of Legal Counsel for Intellectual Property Australia. Her work here involved implementing and coordinating procurement and LSMUL policies as well as assisting on and drafting pieces of advice, preparing briefs and performing a variety of other administrative tasks.

LEGAL EXPERIENCE

Internship – Office of the Hon Christian Porter MP (2016)

Paralegal- Office of Legal Counsel, Intellectual Property Australia (2016-2017)

ATTRIBUTES AND SKILLS **Analytical and communication skills**

Hannah has developed strong analytical skills throughout her law degree, allowing her to conceptualise complex problems and exercise creative problem solving. This has allowed her to excel at university, maintaining a distinction average. Further, throughout her internship in the office of Minister Porter, Hannah completed a major research project requiring a high level of critical thinking as she addressed the many

factors involved in providing an effective merits review system for both the individual and state parties.

Hannah has developed her communication skills, through her role at Intellectual Property Australia, where she is required to communicate and work with other members of her team, the wider agency and external legal firms. This is demonstrated in her clear, organised and concise work, and her ability to remain positive and calm in dealing with stressful situations. Further, as a founder of the Women in Law Organisation, Hannah has organised a mentoring program involving corresponding with various stakeholders as well as providing written information on the program.

Legal research skills

Hannah has developed strong legal research skills that continue to be improved through both work and study. Hannah has undertaken significant research assignments while completing her Bachelor of Law (Honours). This shows her ability to quickly and effectively deal with large amounts of information and then effectively communicate this information through written reports or presentations.

Further, as part of her internship in Minister Porter's office, Hannah not only had to quickly research and respond to queries about policy issues with a high level of accuracy, but also conduct a significant research project on social security appeals. This required her to undertake a vast amount of gathering and processing information, critical thinking and synthesising the information to disseminate to non-experts. As part of this research, Hannah was able to quickly read and utilise lengthy audits and investigations.

Initiative and ability to work autonomously

Hannah shows a high degree of initiative across both work and university life. Recently, Hannah established a Women in Law Organisation at the Australian National University. This was a first within the university and required passion, determination and independence in order to succeed. As a founder of the society, Hannah had to coordinate with students, university administration and legal professionals to organise events and promotional materials.

Throughout her internship with Minister Porter, Hannah worked autonomously for several months investigating and developing a research paper. This required her to make decisions and pursue relevant leads quickly and exercise exceptional judgement. Her role at Intellectual Property Australia required her to be comfortable and self-sufficient when dealing with external legal providers and handling a variety of administration tasks. Hannah is comfortable working independently, and is self-sufficient when it comes to completing tasks.

Team work

Hannah has worked well in a team in both work and university life, demonstrating impressive leadership skills whilst balancing the needs of the group. Throughout her time at Intellectual Property Australia, particularly as office coordinator, Hannah had

to effectively manage, and when required assist, the rest of the team in their roles ensuring policy was followed and procedures ran smoothly.

Further, as a founder of the Women in Law Organisation, working well with other students to establish the organisation has been essential. Hannah has been able to take on a leadership role when necessary, performing tasks such as corresponding with university administration and organising specific events, while still having the insight to defer to others and listen when appropriate.

QUALIFICATIONS

Bachelor of Arts and Laws (Honours) (The Australian National University)

(In progress)