
Jason Riley

m: 0478 072 039
e: jason.riley@proximity.com.au
e: jpriley94@gmail.com

proximity

BACKGROUND

Jason is a hard-working and motivated paralegal with demonstrated excellence in problem solving, research and analytical tasks. Jason is undertaking a double degree in Commerce and Law with a diploma in Chinese languages at the Australian National University (ANU) and is committed to pursuits across a wide range of academic, social and cultural activities. As a result, Jason has advanced communication and interpersonal skills to back up an impressive academic record, maintaining a distinction average across all subjects.

Jason is currently on a secondment to the Department of Human Services, performing contract and data analysis for the Software Asset Management team. This role has required Jason to maintain a strong attention to detail whilst approaching high volume, complex work. His duties involved identifying value-relevant assets, provisions and data, extracting and advising on efficient capture methods and presentation. This role has been an excellent opportunity for Jason to demonstrate administrative and accounting capabilities whilst working in a legal environment.

To complement his studies, Jason has participated in the ANULSS novice mooted competition and negotiations competition, reaching the finals for both. He was recently involved in the PwC case consulting competition and has previously undertaken an invitational accounting honours seminar program at the ANU. With a keen eye for detail, and well-rounded attributes Jason consistently completes his work to a high standard.

PROFESSIONAL SERVICES EXPERIENCE

Paralegal Secondment – Group10; working for the Department of Human Services 2016

Treasurer – Interhall Sports Organisation 2015

Medical Typist – Sydney Adventist Hospital 2013

Through his work as a medical typist Jason developed the ability to work in an organised and efficient manner whilst maintaining a high standard of accuracy and language skills. The role of Treasurer of the ANU Interhall Sports Organisation involved managing the finances of an organisation with a cash flow of over \$80,000.00 per annum.

ATTRIBUTES AND SKILLS

Analytical skills

Jason has highly advanced analytical skills and has both the ability to conceptualise and solve complex problems. During his time as Treasurer at the Interhall Sports Organisation, Jason was involved with budget development and review, invoicing, receipting and preparation of financial statements, whilst being unilaterally in charge of the financial direction of the organisation. The ability to accurately identify and characterise the nature of transactions was crucial to his success in this position.

As part of his current secondment, Jason has been required to systematically review and analyse a significant number of high-value contracts. Throughout he has maintained both focus and efficiency to deliver highly specific results for a time sensitive project.

Communication skills

Jason's more recent work as a sales representative for high-end fashion retailer Country Road required a strong degree of communicative confidence and social awareness. His position on university representative committees has helped him develop the ability to be an attentive listener, whilst also being able to communicate effectively his thoughts and ideas. This is demonstrated through the results of the Mooting and Negotiations competitions.

Legal Research Skills

In studying a law (honours) degree Jason is regularly exposed to legal research and statutory interpretation tasks. He has successfully studied a wide variety of legal topics including torts, administrative, evidence, contracts, property, and corporations law whilst maintaining a distinction average. The invitation to participate in the ANU accounting honours seminar program is a reflection of his academic excellence and ability to research across a broad range of topics.

Organisational skills and the ability to work autonomously

Jason readily grasps concepts and this enables him to work autonomously with a high level of efficiency and productivity. As a medical typist, Jason was able to produce documents that were both accurate and on many occasions contained complex jargon incidental to the role. Through work as Treasurer of the Interhall Sports Organisation, Jason operated autonomously in the development of budgets and the construction of financial documents. The ability to juggle the pursuit of a triple degree, whilst actively serving on two university representative committees and committing 20hrs/week to casual work is a testament to the high degree of organisational and time management skills that Jason possesses.

Team work and leadership skills

Jason enjoys operating in a team environment, working closely with peers to ensure completion of tasks at the highest possible standard. In his role of Treasurer at the Interhall Sports Organisation, Jason regularly collaborated with other members of the Executive and they formed a very cohesive and productive committee. Jason also demonstrated effective leadership as the Sports Representative for Ursula College of ANU. This involved coordinating students' participation in a range of sports and activities. Previously, as Pipe Sergeant of his school Pipe Band, Jason was involved in the mentoring and development of other pipers and drummers, and assisted in the leadership of the band in numerous local and international competitions.

QUALIFICATIONS

Bachelor of Laws (Honours) ANU (in progress)

Bachelor of Commerce (Accounting) ANU (in progress)

Diploma of Languages (Chinese) ANU (in progress)

Higher School Certificate (Knox Grammar School) (ATAR: 99.4)