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## Jennifer McRae

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### BACKGROUND

Jennifer is an effective and driven paralegal with strong analytical, research and organisational skills. Whilst undertaking a double degree at the Australian National University (ANU) Jennifer has maintained a strong academic record with a distinction average, had heavy involvement volunteering in her community and gaining valuable professional experience. Jennifer demonstrates initiative, has advanced communications skills, and a dedicated and organised nature which allows her to effectively balance many complex tasks with high achievement.

While working with Proximity Jennifer has been on secondment at the Department of Human Services performing contract and data analysis for the Software Asset Management Team. In this role Jennifer systematically reviewed and analysed a large number of high-value contracts. Her duties included identifying relevant assets, provisions and data, extracting and advising on efficient capture methods and presentation. This required strong attention to detail and throughout the role has maintained efficiency in approaching high volume, complex work in a time sensitive project.

Jennifer has worked as a paralegal at ACT Legal Aid and has gained experience in a range of areas of law. In this role Jennifer has undertaken client interviews, summarised and prepared legal briefs, drafted letters of advice, performed reception and administrative duties and conducted legal research. Jennifer's aptitude in this role was exemplified when she was asked to take up a leadership position by training future paralegals at Legal Aid.

Jennifer has also worked as the Executive Officer at the ANU St Vincent de Paul Society. This leadership position has seen her develop and demonstrate her strong interpersonal skills and ability to interact, liaise and work with people from different cultural and social backgrounds.

To compliment her study, Jennifer has volunteered with the Australian Indigenous Mentoring Experience (AIME), 180 Degrees Consulting, the St Vincent de Paul Society and the ANU Law Reform and Social Justice Prison Issues Project, which involves delivering legal literacy information sessions to detainees at the Alexander Machonochie Centre.

### LEGAL AND PROFESSIONAL SERVICES EXPERIENCE

Paralegal Secondment – Group 10; working for the Department of Human Services 2016

Legal Aid ACT – Paralegal 2016

ANU St Vincent de Paul Society – Executive Officer 2015

### ATTRIBUTES AND SKILLS

#### Legal Research Skills

Through her work and study, Jennifer has developed strong legal research skills. In her paralegal position, Jennifer has undertaken substantial legal research and statutory interpretation tasks on a wide range of subjects, including cases related to family, employment, contract, property and criminal law.

Her ability to research, comprehend and communicate information verbally and

in written form allows her to complete tasks with accuracy and efficiency. Jennifer's aptitude for legal research, during her university studies at ANU, has enabled her to constantly produce a high quality of work, as proven by her strong and consistent academic results.

### **Analytical Skills**

Jennifer has developed strong analytical skills that allow her to successfully and efficiently conceptualise and solve complex problems. Jennifer brings her capacity for critical analysis to present information in a concise and logical manner. Her volunteer work with the 180 Degrees Consulting program gave Jennifer the opportunity to review the efficiency of a housing project for homeless youths in Canberra. As part of the project Jennifer analysed the best strategy for client engagement and interaction with the program and recommend methods of improvement to best manage the limited resources available to the organisation.

### **Communication Skills**

Jennifer possesses outstanding interpersonal and communication skills. Jennifer's paralegal work at Legal Aid saw her regularly interviewing clients independently, and corresponding with other associates, solicitors and clients by phone, in person and in writing. Her friendly, adaptable and welcoming nature allows Jennifer to easily and quickly interact, liaise and work with people from different cultural, religious and social backgrounds. Volunteering as a mentor with the AIME program has developed her ability to effectively engage and communicate with a wide variety of people, especially from different cultures.

Jennifer's advanced communication skills have been further developed through her work as a piano and dance teacher, which requires her to communicate with students from a wide range of ages. Jennifer is able to adapt her teaching method to effectively convey messages and instructions to her students. Her great interpersonal skills, ability to actively listen and her enthusiastic approach has meant that she is excellent in communicating to both large groups and individuals in a manner which instils confidence in her knowledge and endears students to her friendly demeanour.

### **Team work and leadership**

Jennifer is a committed team player who successfully contributes to every team she has been a part of using her enthusiasm and excellent communication skills. Leadership qualities are also one of Jennifer's strengths. Her role as the Executive Officer of the ANU St Vincent de Paul Society has allowed her to successfully manage and work with her team to organise all the elements of the annual Door Knock Appeal fundraiser. Using her team work and leadership skills she effectively coordinated the logistics required to undertake the event and raise a substantial sum of money for the St Vincent de Paul Society.

Jennifer also works well with others in high stress situations, including working with short deadlines. This is demonstrated by her ability to liaise with others in her paralegal team to ensure the completion of tasks in set time limits to the

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highest standard possible.