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## Tom Underwood

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### BACKGROUND

Tom is a hard-working and driven paralegal with strong skills in legal research and analysis, as well as demonstrated success working both as part of a team and individually.

Tom completed degrees in Law and Arts at the Australian National University (ANU) in 2016 and is currently completing a Graduate Diploma of Legal Practice. With a positive work ethic and a talent for identifying and addressing complex problems, Tom has achieved strong results across both degrees. He received first class honours in Law as well as academic prizes from the German and Swiss Embassies as a component of his German Studies major.

In addition to his degrees, Tom has undertaken intensive foreign language courses in both Belgium and Germany, developing his ability to communicate and work effectively with people from a diverse range of backgrounds. He has also successfully trained, lead and navigated teams in the ANU's 'Inward Bound' distance-running competition.

As a Combat Engineer in the Australian Army Reserve, Tom has completed complex tasks efficiently and to a high standard, often in demanding and time constrained situations. Possessing a high level of motivation and a broad skillset Tom consistently produces high quality work in a wide range of settings.

Tom has a Baseline security clearance.

### PROFESSIONAL EXPERIENCE

Combat Engineer – 5 Engineer Regiment, Australian Army Reserve 2013

Tom completed intensive recruit training in November 2013 and specialist engineer training throughout 2014. He has displayed the ability to work efficiently as a team member in high-pressure environments and picks up new skills quickly. Since qualifying as a Combat Engineer, Tom has proactively completed a range of additional training courses and assisted with the administration of his Squadron.

### ATTRIBUTES AND SKILLS

#### Legal research skills

Throughout his law (honours) degree, Tom has demonstrated exceptional legal research skills. He was awarded first class honours for his law honours thesis analysing aspects of international refugee law and third-country national returns policies. Tom has also achieved excellent results in a wide variety of legal subjects. While on exchange at the Freie Universität Berlin, he was awarded full marks for data privacy law, which involved an in-depth analysis of Australian, European and US data protection policies. The award of the ANU's Swiss Embassy German Essay Prize further reflects Tom's ability to apply his research skills in varied settings.

#### Analytical skills

Tom has developed advanced analytical skills throughout the course of both of his degrees. The successful completion of his honours thesis in law involved critical analysis of international refugee law as well as numerous countries' domestic asylum policies. This enabled him to independently develop legal criteria for assessing the legality of asylum seeker return policies.

During his time at the Freie Universität Berlin, Tom completed numerous courses and assessment in his second language (German). His examination for the course

'German and European environmental law' required him to accurately identify and analyse key legal issues relating to the relationship between national and supra-national (European Union) environmental planning legislation. For this highly analytical task Tom was awarded the German high distinction equivalent.

#### **Communication skills**

Tom has demonstrated excellent oral communication and interpersonal skills through his work and his tertiary studies. He has developed effective working relationships with both his peers and supervisors. As a Combat Engineer, Tom recently undertook a four-day course in bridge construction. By the end of this course, his squadron was required to assemble a Medium Girder Bridge in a specified time frame. Completing this task safely and efficiently required him to convey information regarding construction strategies, actively listen to instructions and coordinate the movement of key components weighing up to 260 kilograms.

In 2014 Tom was invited to complete a scholarship course at the Albert-Ludwigs Universität Freiburg. Working with a diverse group of scholarship recipients, Tom developed a strong understanding of cultural difference and the ability to effectively work and communicate across languages and cultures. While on exchange at the Freie Universität Berlin, Tom also successfully delivered group oral presentations with other exchange students in both English and German.

#### **Team work**

Tom thrives as part of a team and enjoys working closely with others to achieve objectives.

As a navigator in the ANU 'Inward Bound' Competition in 2012 and 2013, Tom taught navigation skills to his team members. He was also responsible for plotting routes of over 60 kilometres, which reflected team members' strengths and abilities. On both occasions Tom's team successfully completed the event. He continues to compete in rogaining events with the ACT Rogaining Association.

Previously, as Drum Major of the Melbourne High School Ceremonial Band, Tom was responsible for mentoring junior band members, coordinating the organisation of uniforms and conducting the band. He led the band on numerous ceremonial occasions including during the Governor of Victoria's investiture and during the 2010 and 2011 Melbourne ANZAC Day marches.

## **QUALIFICATIONS**

Graduate Diploma of Legal Practice ANU (in progress)

Bachelor of Laws (Honours) ANU (2016)

Bachelor of Arts (German Studies) ANU (2016)

Victorian Certificate of Education (Melbourne High School) (ATAR: 97.00)