
Felicity Brown

e: felicity.brown@proximity.com.au
m: 0407 282 186



BACKGROUND

Felicity is a hardworking, adaptable paralegal who possesses strong analytical skills, excellent attention to detail and has experience using systems such as Adobe Acrobat and Excel.

Felicity has recently completed a secondment to the Department of Human Services. In this role, she assisted the Centrelink Consent Team in processing requests for the release of personal information.

Last year Felicity attended Yale University as part of the International Alliance of Research Universities Global Summer Program, where she completed 'Future of Food: Environment, Health, and Law.' Felicity completed her final research paper on the role of the Malaysian government in causing and combatting childhood statelessness.

As Director of Social Justice for the Law Students Society, Felicity initiated the inaugural Law In Action Cambodia Outreach Project, which involved taking a group of law students to Cambodia to engage with local NGOs, universities, embassies, domestic and international courts.

Felicity is currently completing her Law degree and has a passion for international law and administrative law.

LEGAL AND PROFESSIONAL EXPERIENCE

Paralegal at Proximity Legal: 2017 – Present

- › Seconded to the Centrelink Consent Team, Australia Capital Territory, Department of Human Services.

AURORA internship: 2018

- › Volunteer paralegal, New South Wales, Environmental Defenders Office.

ANU International Law Clinical Program: 2018

- › Presented research for the International Committee of the Red Cross and the Department of Foreign Affairs and Trade

International Alliance of Research Universities Global Summer Program, Yale University: 2017

ANU Student Ambassador: 2016 – Present

Student Marketing Australia Brand Ambassador: 2016, 2017

ANU Global Undergraduate Leadership Program: 2016

ANU Law Students Society Director of Social Justice: 2016

Law in Action – Cambodia Outreach Project: 2016

ATTRIBUTES AND SKILLS

Analytical skills

Throughout her university studies and work experience Felicity has developed strong analytical skills. Whilst completing her secondment at the Department of Human Services Felicity was required to possess excellent attention to detail and exercise judgement in processing requests for the release of personal information. Through her participation in the ANU International Law Clinical Law program, Felicity was required to analyse and present research on matters

relating to international law to the ICRC and the Department of Foreign Affairs and Trade.

Attention to detail

As a law student, Felicity is attentive to detail and has applied this in many professional settings. As a volunteer paralegal for the Environmental Defenders Office Felicity was required to conduct research on environmental matters ranging from mining developments to shark control programs. Felicity assisted solicitors with research, filing and court documents which demanded excellent attention to detail.

Communication

Felicity has strong interpersonal communication and public speaking skills. As a student ambassador for the Australian National University, Felicity communicates with prospective students, speaks at public events and has represented ANU in a range of marketing campaigns. Felicity has applied these communication skills in a legal setting through her participation in the ANU International Law Society International Humanitarian Law Moot placing in the semi-finals, ANU Law Students Society (ANU LSS) Senior Negotiation, Client Interview and Novice Mooting competitions.

Leadership

Felicity led the ANU Law Students Society, Law In Action: Cambodia Outreach Project which involved organising various fundraising initiatives and developing relationships with local NGOs in Cambodia. Additionally, Felicity has held a number of leadership positions whilst studying at university including Careers Director for the International Law Society, ANUSA General Representative, Director of Social Justice for the ANU LSS and the First Year Representative (Social Justice) for the ANU LSS.

Teamwork

Felicity strives in team environments and has been involved in small and large teams. Felicity represented the ANU as part of the Global Undergraduate Leadership Program in 2016. This program involved a series of workshops throughout the year focusing on leadership, teamwork and cross-cultural communication. The final component of this program was an in-country project in Chang Mai in conjunction with the University of Minnesota. Felicity applied her teamwork skills as a Student Marketing Ambassador, where she worked in a small group and led the Commonwealth Bank on campus marketing campaign in 2016 and 2017.

QUALIFICATIONS

Bachelor of Laws (ANU) (in progress)

Bachelor of International Relations (ANU) (in progress)

Diploma of languages (French) (ANU) (in progress)

Higher School Certificate (Wenona School) (ATAR: 90.4)