

---

## Tilly Cook

e: tilly.cook@proximity.com.au  
m: 0432 180 650  
p: 1800 959 885

---



### BACKGROUND

Tilly is a fourth-year ANU double degree Law and European Studies student, and the Community Coordinator of a 400-strong ANU Residential Hall. Having maintained a strong average, she is driven by a desire to obtain Oxbridge postgraduate qualifications. Tilly has worked on the Oxford University Press law student panel, and recently edited a Senior ANU Lecturer's academic book review, demonstrating her keen eye for detail and excellent English language proficiency.

Tilly has excelled in interpersonal communication, as indicated by her 2017 award for Outstanding ANU Orientation Leader, appointment to the Ursula Hall 2018 Scholarship selection panel, and her promotion to Community Coordinator after successful tenure of her Senior Resident Scholarship in 2017. She is enthusiastic and keen to develop her existing experience in a legal setting that promotes excellence.

### ACADEMIC AND PROFESSIONAL EXPERIENCE

- › Community Coordinator – Ursula Hall 2018
- › Residential Scholarships selection & interview panel – Ursula Hall 2017
- › Oxford University Press Law Student Editorial Panel – 2017
- › ANU Women in Law Organisation mentee, Debora Vela (Senior Lawyer), Australian Government Solicitor's Office – 2017
- › Set4ANU orientation leader (Most Outstanding Orientation Leader) – ANU 2017
- › Full Residential Scholarship – ANU 2017
- › Academic outreach, ANU national award-nominee video, Promoting Excellence – 2016
- › Volunteer paralegal – ACT Animal Defenders Office 2015
- › Chef – Icebergs Dining Room, Otto Ristorante, Top Shop, Quay, Avenue Hotel – 2009 — 2016

### QUALIFICATIONS

- › Bachelor of Laws (Honors) (Australian National University) (in progress)
- › Bachelor of European Studies (Australian National University) (in progress)

### ATTRIBUTES AND SKILLS

#### Communication

In her role as Community Coordinator, Tilly is responsible for written and verbal communication with residents, wider University, and Community stakeholders.

Examples of written communication include compilation and dissemination of a weekly Hall-wide newsletter, writing critical incident reports and adding them to the residential database, uploading articles to the Hall webpage, and providing consulted-opinions on matters affecting the Community.

Tilly is also directly accountable for the welfare of 400 residents outside of office hours. The residents range in age, country of origin and cultural background, requiring advanced communication and listening skills to solve their welfare concerns. Tilly has developed these skills to such a high standard in her Senior Resident role that she was promoted to her current position of Community Coordinator in 2018.

She is also well-versed in networking with highly successful individuals, having been a mentee participant in the ANU Women in Law Organisation mentorship program, with an additional academic mentor at ANU. She has also networked one member of the ANU Law School through to the result of his confirmation as a Fellow of Hall.

### **Analytical**

Tilly has obtained Distinctions and High Distinctions across many of her subjects. In addition to the development of analytical skills through her coursework, she has worked independently analysing, comparing, and contrasting forthcoming law text for Oxford University Press. The quality and depth of her research skills are consistently praised as her strongest attributes in feedback from academic staff. This record is driven by her genuine passion for learning, which she sees as key to maximising her impact as a globally responsible citizen. Tilly is also 1 IC outside of office hours at her residential Hall, requiring analysis and response to a variety of critical and non-critical incidents.

### **Team Work**

Tilly has been praised by her superiors for her mentoring of current and future ANU scholars, and for her courteous and professional demeanour with staff, stakeholders, and alumni. In the 2017 scholarship team, she was known as “the Senior Residents’ Senior Resident”. In 2018, her positive relationship with Senior Residents allowed her to jointly effectuate critical incident responses to the result of 100% successful outcomes. Tilly’s skills have also been recognised in her appointment to Ursula Hall’s 2018 Scholarship interview panel. She has previously run teams effectively to exacting service demands as a chef de partie in hatted restaurants.

### **Organisational Skills**

Tilly has maintained full-time study, Community Coordinator tenure, and Oxford University Press editing responsibilities, consistently throughout her degree. She can prioritise competing tasks and complete these within set timeframes. Examples of techniques employed include diarising, and, where third-party input is required, calling for, and following-up on, such contributions well in-advance of a given deadline. Specific tasks for which she has been responsible include organising and marketing large-scale events like Commencement, administering team budgets, creating rosters, drafting procedural documents to aid scholar productivity, chairing and note-taking meetings, and supporting Senior residents in the organisation of their responsibilities by, for instance, meeting to negotiate timelines and populating those timelines with steps instrumental to project completion.