

MS JANE CITIZEN RESUME



Basic Information:

Name: Miss Jane Citizen

Birthday: 01/01/1985

Address: HCMC, Vietnam

Mobile Phone: (84)0912345678

Email: janecitizen@hotmail.com

Language spoken: English (fluent),
Vietnamese (fluent), Norwegian

Career Objectives:

To succeed in an environment of growth and earn a job which provides me satisfaction and personal development where I can enhance my working capacities, professional skills, and business efficiencies

Education Information:

From Jul 2011 – Dec 2011

Leo Cussen Centre for Law – Melbourne

Level: Legal Practical Training

From Feb 2007 – Jun 2011

Monash University - Clayton campus

Level: Bachelor of Law

From Aug 2002 – Jun 2004

Nordic United World College - Norway

Level: IB (International Baccalaureates)

From Jun 2003 – Sept 2003

Cambridge Academic of English –England

Achieved: Academic English

Employment information

From November 2011 – April 2014

Employer Zindilis Barristers and Solicitors (Footscray)

Work Position: Legal Practitioner (Full time)

Duties: handling various legal matters including Conveyancing, Family Law, Wills and Probates, Criminal matters, Contracts and Commercial litigation besides general office administration works

From January 2013 – February 2014

Employer: Challenge Migrations Services (Glenroy)

Duties: handling various Migration Matters including assisting with forms, submission to Immigration Department and Minister of Immigration Department beside general office administration works

From Jan 2011 – April 2011

Employer: Monash Oakleigh Legal Services

Work position: Family Law Assistance volunteer

Duties: Family Law Assistance on duty at Dandenong Federal Magistrates Court, seeing new clients and handling family law and related matters

From Feb 2010 – July 2010

Employer: Springvale Monash Legal Service

Work Position: Legal Advisor

Duties: Seeing clients, giving legal advices, handling cases on various matters including motor vehicle accident, criminal matters, and family matters

From Jan 2007 – current

Employer: Red Cross Australia

Work Position: Volunteer

Duties: volunteer during emergencies to assist Red Cross of Australia with responses including phone enquiries throughout the Queensland flood, Crisis Response by collecting and donating monies.