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|  | Jessica  [Jessica.305313@2freemail.com](mailto:Jessica.305313@2freemail.com) |
|  | Professional Profile  Work Experience  **Head of Legal and Compliance |** Tyndall Capital, Sydney  *Current*  **Primary Focus**   * Reviewing, drafting and negotiating all legal documents. * Consulting on legal and compliance issues to actively manage risks. * Performing legal research and analysis. * Monitoring legal and regulatory developments. * Briefing directors and staff on any legal and regulatory developments. * Ensuring that debt recovery matters are effectively managed by preparing letters, court documents and other documents as necessary. * Overseeing the work of settlement and compliance officers to ensure that all tasks performed comply with company policy as well as AML/CTF legislation. * Responsible for all compliance reporting to AUSTRAC, ASIC and other regulatory authorities. * Preparing all employees and processes for external review and audit. * Updating company procedures and policies as required by law, or as instructed by the CEO. * Liaising with accounting department on taxation matters. * Preparing grant and award submissions. * Checking all external correspondence for exposure. * Assisting CEO and CFO with successful debt and equity capital raises.   **Key Skills Gained**   * Legal research and writing skills * Verbal and written communication skills * Application of legal principles in operation * Analytical and logical reasoning skills * Attention to detail * Technological affinity * Financial literacy * Thorough understanding of the securitisation process   **Legal Consultant/Compliance Manager |** Global Development Partnership, Gold Coast  *Jan 2009 – August 2015*  **Primary Focus**   * Drafting and reviewing legal documents and agreements. * Negotiating contracts and client engagements. * Liaising with current and potential clients, managing client relationships. * Organising and briefing other members of staff. * Consulting on all legal matters. * Monitored and reported on compliance-related regulations.   **Key Skills Gained**   * Further developed my interpersonal and the ability to liaise effectively with people at all levels and backgrounds. * Proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure. * Ability to self motivate and work autonomously whilst maintaining high standards and producing quality work. * Time management skills, as well as the ability to multi-task, have been vital to my success in this role. * I took an active role in strategic and policy issues regarding compliance and regulatory matters affecting the business.   **Executive Assistant |** Prosper Via Property, Gold Coast  *Sep 2014 – August 2015*  **Primary Focus**   * High level of client interaction & telephone calls. * Preparing business correspondence emails & faxes. * Preparing legal documents, including contracts for sale and disclosure statements. * Coordinate Travel & Accommodation. * Manage relations with clients, suppliers & contractors. * Order stationery & office supplies. * Events - Assist in venue set-up, meet & greet attendees, catering. * Maintaining reception & meeting areas.   **Key Skills Gained**   * Advanced my teamwork and communication skills through interaction with customers, staff and suppliers. * Ability to prepare contracts and other legal documents. * Ability to multi-task and operate within a deadline oriented environment. * Good mental stamina and ability to stay focused for long periods of time.   **Personal Trainer/Floor Manager |** Fitness Connection, Gold Coast  *Sep 2010 – August 2015*  **Primary Focus**   * Conduct personal training and group training programs as scheduled. * Ensure sessions are conducted in a manner that promotes fun, safety, enjoyment and achievement. * Promote programs and special events that enhance use of the Club’s health and fitness programs. * Work actively to recruit new clients & create a prominent profile in the local community. * Maintain accurate record keeping procedures in the areas of responsibility for the position. * Assess nutritional needs, diet restrictions and cultural food preferences when creating exercise and nutrition plans. * Advise clients on basic rules of good nutrition, healthy eating habits and monitor to improve quality of life. * One-on-one and group personal training. * Injury rehabilitation and sports specific training. * Selling and up-selling gym memberships and products. * Managing staff rosters. * Conducting team meetings.   **Key Skills Gained**   * Marketing and Promotion - Successfully marketed the Club’s fitness programs and special events to increase the Club’s membership. Became adept at promoting preventative health benefits and participation in fitness programs and activities to the community. * Excellent Customer Service - Honed my customer service skills when dealing with the changing schedules and deadlines of clients. * Responsibility - Gained great exposure to financial and administration to maintain accurate record keeping. * Meeting and exceeding monthly sales targets.   Qualifications and Education   * Admitted to High Court of Australia (2016) * Admitted to Queensland Supreme Court (2016) * Certificate IV in Governance (2016) * Graduate Diploma of Legal Practice (GDLP) (2015) * Bachelor of Laws (LLB) (2015) * Certificate IV in Fitness (Sports Management) (2012) * Senior First Aid and CPR Certificate (2012) * TEFL Certificate (2012) * Certificate IV in Information Technology (2010) * NSW HSC (2009)   Language Skills  Native: English  Fluent: Italian, Macedonian  Conversational: Croatian, Spanish.  World Travel  I have become extremely self-sufficient having travelled solo on many occasions in some risky parts of the world. I gained great problem-solving skills, a great ability to think on my feet and high level of awareness of my surroundings.  My extensive travel has includes:   * Europe and the United Kingdom (internship at a law firm in London) * United States, Canada * North Africa, including Tunisia, Morocco   Egypt,   * Asia, including Japan, China and the South East * UAE, Jordan and Oman. * South America   Sporting & Community   * Varsity Soccer * High School Soccer Captain * Competitive MMA * Dancing - both troupe and solo * Volunteer for the Animal Welfare League * Volunteer for the Red Cross * Member of St Ivan’s youth and senior citizens charity board of directors.   Hobbies & Interests   * Soccer, Mixed Martial Arts, Reading, Musical Theatre, Travel   **References on request.** |