

SAMANTHA HODGSON - CURRICULUM VITAE

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Education

Deakin University 2018 - 2022

Bachelor of Laws 65 WAM (2019)

Bachelor of

Commerce (Finance) 60.63 WAM (2019)

Shelford Girls' Grammar

Victorian Certificate of Education

Completed 2016 - Atar 86.00

Career

Paralegal - McMullan Solicitors

April 2019 - Current

Editor *Expert Determination Electronic Law Journal*.

Research editor McMullan Solicitors website. Research conducted on *Roe v Wade* and the *DACA Dreamers program* in the United States Supreme Court.

Competent in navigating the United States electronic public access service, 'Pacer', that grants users access to case and docket information from federal appellate, district and bankruptcy courts.

Instructed on minor construction dispute at the VCAT.

Assisted in the preparation of various cases for arbitration and different Victorian courts.

Competent at preparing comprehensive briefs to Barristers.

Authorised Administration Officer - Rialto Adjudication – Authorised Nominating Authority (Victoria)

April 2019 - Current

Provide information on the Building and Construction Industry Security of Payment Act 2002 (Vic) to the general public.

Complete compliance checks to applications made under the Building and Construction Industry Security of Payment Act 2002 (Vic).

Nominate an Adjudicator under the Building and Construction Industry Security of Payments Act 2002 (Vic).

Paralegal - Deakin Civil and Commercial Law Clinic (Community legal firm)

11 November 2019 - 05 February 2020

Focus on civil and commercial areas of law.

Working in a team with other students under the guidance of an instructing solicitor.

Handled up to 5 civil and commercial client files at one time.

Responsibilities included drafting letters of advice and organising correspondence between our client and other parties.

File management.

Plain English drafting.

Time management.

Legal writing.

Completed a research memorandum on Contract Law.

Matters included defamation, commercial lease agreements, Guardianship and Powers of Attorney and debt recovery.

Assisted with advocacy in the

Guardianship and Administration list at VCAT for parties without representation.

Office Administration - PPM Group Australia

November 2018 - Current

Office management.

Data Entry for relevant projects.

Preparation of documents for clients.

Internal and external correspondence.

MS Office proficient.

Payment of employees.

Schedule all appointments and meetings.

Take notes in meetings and circulate previous meeting minutes prior to meetings.

Ensured the office was always clean and presentable.

Hospitality – Various

2013-2019

I have worked in various restaurants and cafes in the hospitality industry.

During this time, I learnt valuable customer service skills, hard work and discipline that set me up to be compassionate and professional when dealing with clients in a legal capacity.

Team Member - Griffiths Eventing Team (UK)

January - August 2017

I trained and worked under Australian Olympian Sam Griffiths.

This included working long hours looking after his team of up to 32 horses.

Daily activities included mucking out stables, grooming, tacking up and riding. Before a head girl was appointed later in the year, I often assisted Sam at competitions across the United Kingdom. I managed up to 5 horses who competed in three phases of competition each in up to two days. This meant an extremely high level of organisation and attention to detail.

As a team, we ensured that Sam's base in Gillingham, Dorset was always presented to the highest of standards.

Work Experience - Victoria Police: Mounted Branch

June 2014

For a week I facilitated the Mounted Police in daily operating activities.

I assisted in practice demonstrations.

I looked after all horses in the stables and ensured that their working environment was clean and organised.

Background

High level of attention to detail that is constantly being improved upon.

Experience with different types of file management and filing systems.

Experience drafting letters of advice.

Maintenance of client files and relationships.

Preparation of comprehensive client matter briefs for Barristers.

Creation of file and telephone notes.

2016 Certificate of Academic Excellence, Shelford Girls' Grammar School.

2015 Board of Governor's Leadership award, Shelford Girls' Grammar School.

Extra-Curricular Activities

Director of Events - Deakin Commerce Society 2020.

Leadership Team member and Firsts Ruck – Murrumbeena Football Club 2018-2019.

President Deakin University Football Netball Club 2019.

Team Manager – Deakin Women's AFL Division 1 Australian University Nationals 2019.

Coach – Brighton Wolves Basketball Association 2016.

Patrol Leader – 1st/14th Brighton Sea Scouts 2010-2013.

References

John McMullan

McMullan Solicitors 1300 126 400

Senior Constable Peter Henry

Victoria Police +61 408 754 431

Greg Bowman

Rialto Adjudications +61 401 657 668