

DALE BYGRAVES

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BACHELOR OF LAWS & LEGAL PRACTICE GRADUATE

OUTSTANDING ACADEMIC QUALIFICATIONS FINISHING IN TOP 10% OF GRADUATING COHORT

High-caliber, passionate and dedicated Law Graduate demonstrating an innate business sense and a keen analytical mind, earning the trust of work experience supervisors and company members. Motivated, people-oriented team skills, excellent academic and learning aptitude, and an exceptional approach to life sees this candidate overcome challenges to excel across multiple fronts.

ACADEMIC QUALIFICATIONS & ACHIEVEMENTS

BACHELOR OF LAWS AND LEGAL PRACTICE (2008)

SOUTHERN UNIVERSITY OF VICTORIA – Melbourne, Vic

6 HIGH DISTINCTIONS | 7 DISTINCTIONS:

High Distinctions: Australian Legal History; Punishment Sentencing and the State; Policing and Law Enforcement; Quantitative Method; Introduction to Chemistry A&B; Australian Legal History – presentation of case analysis; Principles of Criminal Law and Procedure – presentation; *Distinctions:* Jury Trial (Defence in Criminal Practice); Advanced Contract – Mooting and others

ACHIEVEMENTS:

- Top 10% - 14th position – in 2009 graduating cohort
- Chancellor's Letter of Commendation (2008) for achieving GPA of 6.25 out of possible 7
- Member: Honour Society for academic excellence placing within top 15% of all students within Southern University of Victoria
- Second Class Division A (H2A) Honours

BACHELOR OF SCIENCE (1 SEMESTER 2004-5)

SOUTHERN UNIVERSITY OF VICTORIA – Melbourne, Vic

- Enrolled in 4 subjects and achieved **3 High Distinctions** and 1 Distinction. Requested transfer to Bachelor of Laws and Legal Practice

TECHNOLOGY: Microsoft Word, Excel, PowerPoint; Windows

CASUAL WORK EXPERIENCE

COLLINS & COLLINS – Melbourne, Vic

3/2009 to 5/2009

LEGAL PLACEMENT

Entrusted with rare student experience to attend court and assist counsel in numerous aspects of trial held over two-week period, including detailed research. Drafted affidavits, writs and letters and conducted relevant legal research, often under pressure. Attended the Supreme, District and Magistrates' Court. Compiled Schedule of Lists and organized 3 x 25 Plaintiff's documents for submission to court.

Select Skills & Achievements:

- During supervisor's absence from court, assisted high profile barristers during two-week trial, accurately relaying important messages. Gained supervisor's trust to be assigned to attend proceedings and take notes on specified issues.

- Conducted significant research including: Litigation funding companies; Directors' duties: s 180 (1)(2) of *Corporations Act 2001* (Cth); Division 7A of *Income Tax 1936* (Cth); Californian Law of Contract; Redundancy Packages: the extent to which federal laws have ousted State laws in Workplace Relations.
- Gained excellent skills in working and communicating effectively within an office and team environment, providing strong client service and honing time management skills.
- Provided exceptional team support and back up during work hours and after hours wherever assistance was required from helping junior solicitor to assisting the receptionist.

KINGSTON & CO – Melbourne, Vic

12/2007 to 2/2008

PARALEGAL (Full Time Work Experience)

Employed as legal and administrative assistant for this private law practice. Drafted letters, conducted legal research and debt collection, managed files, attended trial with counsel. Due to size and broad scope of firm, able to deal with numerous clients of varying cultural and educational backgrounds.

Select Skills & Achievements:

- Entrusted with debt collection of un-paid amounts valued at \$100,000. Operated with tact and persuasion to implement payment plans to retrieve \$30,000 within 2-month tenure with more payments to come in. As a flow-on, due to sensitive handling of outstanding funds and introduction of payment plans, firm benefited by several referred clients.
- Recognised by supervisor for superior performance and ability to deal with clients in an informative, diplomatic way.

LICENSES, MEMBERSHIPS & AWARDS

AWAITING – Admission to the Supreme Court of Victoria

2008 – Chancellor's Letter of Commendation

2007-PRESENT – MEMBER – Honour Society for academic excellence