

Qualifications

Degrees	Year
▪ Graduate Diploma in Legal Practice (with merit) (USYD)	1992
▪ Bachelor of Laws, Bachelor of Science (USYD)	1991
Admitted to legal practice	
▪ New South Wales	1995
▪ Australian Capital Territory and the High Court of Australia	1992

Employment History

Head of Legal (Company Solicitor) (Jan 2003 – current)

Name of company/organisation, location

One sentence description of your role and the company.

Responsibilities included:

- **(legal advice)** providing legal advice and documentation for all operational areas of (the company), including major acquisitions, trade practices matters, litigation, commercial contracts and industry regulation.
- **(compliance)** identifying and minimising legal risks to (the company) including developing appropriate compliance procedures, providing training and finding pragmatic solutions to litigious and commercial problems.
- **(drafting and negotiation)** reviewing, drafting and negotiating a wide range of commercial documents and contracts such as sale and purchase agreements, supplier contracts, leases, deeds of settlement, confidentiality agreements, board reports, etc.
- **(management)** day to day management of a team of five lawyers and three paralegals (skill development, mentoring, team management) and management of a significant legal budget.
- **(strategy)** providing strategic input as a member of the senior leadership team (direct report to (the company's) MD and senior legal management of (the company)).

Achievements:

- successfully negotiated and managed a variety of acquisitions including (example here).
 - established a matter management system which reduced legal risk, improved control of matters and enabled better analysis of external expenditure and reporting to the business.
 - developed a precedent supplier contract and terms and conditions for majority of (the company's) suppliers.
 - increased service level of legal team by improving processes, resources, mentoring and culture.
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Senior Associate**(Feb 1999 – Jan 2003)***Name of company, location**One sentence description of your role and the company.*

Relevant skills and experience:

- **(drafting and negotiating)** held significant responsibility for drafting, reviewing and negotiating major transactional documents such as sale and purchase agreements, and distribution and franchising agreements.
- **(transaction management)** gained extensive experience running major domestic and cross-border M&A transactions including managing lawyers in multiple jurisdictions.
- **(technical experience)** achieved high level of corporate technical expertise, in particular:
 - **corporate compliance** – regularly advised listed companies on *Corporations Act* and *ASX Listing Rules* requirements including continuous disclosure, director's duties, capital raisings and restructurings, and managed internal company secretariat.
- **(transaction experience)** major transactional experience across industries such as retail, technology and pharmaceutical, for example:
 - **name of client/company** – drafted and advised on joint venture documentation to establish and structure new business (Year).
 - **name of client/company** – advised on and managed ASX rights issue for (name of company) including preparing all key documentation and liaising with regulators (Year).

Policy Lawyer**(Jul 1995 – Feb 1999)***Name of Government Department**One sentence description of your role and the company.*

Relevant skills and experience:

- **(policy)** formulated Government policy on key areas of corporate law reform and prepared ministerial and other briefing papers for decision makers.
- **(drafting)** drafted sections of the *Corporations Act* and *Regulations*.

Other Achievements

- Based on independent feedback from clients, named a Corporate "Young Gun" in Andrea Warnecke's Legal Profiles – a Clients Guide to Australia's Leading Law Firms and their Practices 2000-2001.

Memberships

- Australian Corporate Lawyers Association

Personal interests

- Travel, wine, snow skiing and bushwalking.

Referees

- Available on request