

Pauline Foster

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EDUCATION

Graduate Diploma of Legal Practice, The College of Law **Mar 2017-October 2017**

- Admission as a Solicitor of the Supreme Court of NSW expected 10th November 2017

Bachelor of Laws/Bachelor of Arts, University of Sydney **Mar 2014-Dec 2016**

Sydney Law School is ranked 11th in the world and 2nd in Australia – QS World University Rankings 2016 (Law)

- Awarded University of Sydney Academic Merit Prize (Deans' List of Academic Excellence and Prizes 2014)
- Awarded University of Sydney Access Scholarship (2014, 2015, 2016)
- Law Weighted Average Mark: 72.1% (**equivalent to 2:1**) (16 subjects completed)

Bachelor of Laws/Bachelor of Arts, Monash University **Feb 2012-Feb 2014**

Monash University Law School is ranked 23rd in the world and 5th in Australia – QS World University Rankings 2016 (Law)

- Awarded Monash University Scholarship for Excellence and Equity (2012, 2013)
- Law Weighted Average Mark: 75.3% (**equivalent to first class**) (11 subjects completed)

NSW Higher School Certificate, Sydney Girls' High School, ATAR 98.9 **Awarded Dec 2010**

- Awarded Premier's Award for All-round Excellence in the NSW HSC (for achieving results in the top band in 10 units)

LEGAL EXPERIENCE

Graduate Lawyer (full-time) **13 Mar 2017-29 Aug 2017**

PricewaterhouseCoopers (PwC Legal) Australia, Sydney

Corporate Advisory (with exposure to the Regulatory, Projects and Finance and Tax Controversy practice groups)

- Drafted legal documents and forms, including: deeds of variation; shareholders' agreements; unit trust deeds; circular resolutions; dividend declaration documentation; deal completion checklists; and deal settlement agendas.
- Assisted in the drafting of key terms in share sale documentation in relation to a \$AUD20M transaction.
- Prepared written legal advice for clients on optimal business structuring and funds compliance.
- Performed legal and factual research and prepared summaries on complex corporate law issues and on prospective and current clients.
- Prepared and delivered presentations and composed articles on legal developments and areas of law, and client proposals for major acquisitions.
 - Article *Federal Court imposes first criminal cartel fine* published on PwC Australia website.
- Undertook and coordinated matter administration processes; performed corporate and property records searches; conducted purchaser due diligence; and attended corporate deal completions and client meetings.

LEGAL EXPERIENCE DURING UNIVERSITY

Paralegal (16-60 hrs/week)

15 Nov 2014-29 Feb 2016

Clayton Utz, Sydney (top 5 Australian law firm)

- Conducted subjective review and quality assurance on large volumes of financially complex documents, working in a team of paralegals and lawyers to respond to urgent regulatory notices for the Commercial Litigation practice group.
- Drafted letters in response to regulatory notices for a high-profile matter.
- Suggested a change to a review process to increase the efficiency of a project, demonstrating initiative and commercial awareness.
- Supervised the training of new paralegals and helped to induct them into the culture of the firm.

Summer Vacation Clerk (full-time)

19 Nov 2015-23 Dec 2015

Mills Oakley Lawyers, Sydney

Corporate Advisory rotation

- Researched complex foreign and domestic corporations, contract, taxation and employment law issues to produce client-focused summaries and advices.
- Reviewed and edited shareholder deeds and dealership agreements, and commended for maintaining exceptional attention to detail.
- Compiled transaction bibles and updated company registers.

Insurance rotation

- Identified and liaised with expert witnesses to prepare for litigation, and attended pre-trial conferences.
- Drafted and filed in court subpoenas, affidavits, notices of motion, letters of service and garnishee orders.

Legal Intern (full-time unpaid, June 2014), later promoted to Paralegal (1 day/week, paid) in July 2014

Terri Janke & Co (Lawyers and Consultants)

Jun 2014-Nov 2014

- Drafted legal advice and letters of correspondence on intellectual property and corporations law issues.
- Entrusted to oversee a particular legal matter by liaising with other firms and the client, and commended for achieving a financial outcome for the client which exceeded expectations.
- Analysed case files, conducted research and interviewed prominent people in Indigenous affairs to compose a series of academic and promotional publications on high profile matters undertaken by the firm.
 - Article *Keeping Cultural Knowledge with Indigenous Research Protocols: A Case Study on the Kimberley Land Council's Intellectual Property and Traditional Knowledge Policy* published in UNSW's academic journal *Indigenous Law Bulletin* May/June 2015, Volume 8 No. 18 edition.

Paralegal (1 day/week)

May 2014-Jun 2014

Dormer Stanhope Pty Ltd, Sydney CBD (Commercial legal practice)

- Analysed evidence in taxation litigation involving transactions in primary document form and refined it into a format that enabled the barrister to identify major trends in financial movements.
- Performed legal research on taxation law issues for barrister under deadline.

ACHIEVEMENTS

Grand-Finalist in Norton Rose Fulbright Paper Presentation Competition **2013**

- Presented complex legal arguments and answered questions from judges and audience members.

Quarter-finalist in Allens Contract Law Moot Competition **2012**

ACTIVITIES AND LEADERSHIP POSITIONS

Sydney University Law Society Competitions Intervarsity Officer **Mar 2016-May 2016**

Sydney University Law School Peer Mentor **Feb 2015-Mar 2015**

Sydney University Law Society Allens Torts Moot Student Judge **Mar 2014-Jun 2014**

Sydney University Law Society Education Guide Editorial Board **Mar 2014-Aug 2014**

- Selected in a highly competitive process to research, write and edit one of the four sections of the inaugural Education Guide.
- Worked with other members of Board to allocate tasks efficiently, producing a high calibre publication under a tight deadline.
 - Winner of University of Sydney Union's Clubs and Societies' *Best Publication 2014* award.

Monash Law Students' Society Careers Subcommittee **Dec 2013-Mar 2014**

- Sourced and interviewed legal professionals, and composed, edited and proofread several articles for the Careers Guide.

Monash Law Students' Society 'Just Leadership' Program (5-7hrs/wk) **Jul 2013-Sep 2013**

- Planned and managed a law reform project in a team of 6 law students.
- Made a written submission in response to Victorian Competition and Efficiency Commission's *Inquiry into Aspects of the Wrongs Act 1958*.
- Submission suggestions explicitly incorporated into Draft Report and tabled in Victorian Parliament.

Vice-President of Monash French Society **Mar 2013-Mar 2014**

- Worked in a small team to devise a promotional strategy to stem critical decline in membership, producing an increase of 35% in one year.

VOLUNTEER EXPERIENCE

Volunteer Casework Paralegal (4hrs/wk) **Apr 2014-Nov 2014**

Welfare Rights Centre NSW (Member of National Association of Community Legal Centres)

- Increased efficiency of the casework service by interviewing an average of 10 clients per shift and summarising the pertinent legal issues for the solicitor.
- Provided supervised legal advice on social security law matters.

Volunteer Administration Officer (8hrs/wk)

Mar 2013-Mar 2014

Asylum Seeker Resource Centre Inc., West Melbourne. (Member of National Association of Community Legal Centres)

- Oversaw issues with facilities and responded to OH&S issues.
- Developed systems and processes to streamline and effectively manage operations.

OTHER WORK EXPERIENCE

Food and Beverage Worker (summer casual)

Dec 2012-Feb 2013

Luna Park Sydney

Café Worker (9-30hrs/wk)

Dec 2010-Oct 2011

McDonald's, Cnr of George St. & Bridge St., Sydney

REFEREES

Available upon request.