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**Grace (Ha Eun) Hwang**

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**Career Objective**

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I wish to build and improve my skills with customers and desire to gain experience in a professional environment that I believe will be useful in the future. I have always been able to work under pressure and within time limits and I pride myself in achieving high standards. Through this opportunity I will strive to challenge myself and become more experienced in this field of work.

**Academic Achievements**

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**Secondary:**

2009 Victorian Certificate of Education

 Subjects Studied: English, Mathematical Methods (CAS), Accounting, Legal

 History Revolutions and Australian History.

 Award of Academic Excellence for Legal Studies 2009

**Tertiary: Bachelor of Arts at the University of Melbourne**

2010 - 2012 Major in Politics and International Studies

**Tertiary: Juris Doctor (Graduate Law) at the University of Melbourne**

2013 - 2015 Currently studying first year at Melbourne

 University Law School

**Extra-curricular Involvement** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

During highschool I was in the 40hr famine committee, social work committee, form vice-captain, pound captain, environment committee, symphony orchestra, softball team, basketball team, hockey team, chess club and debating club. Currently I am a leader in a club at university called Generation for Reconciliation as well as being involved in UNCEF and the Australasian Association.

**Personal Skills and Attributes**

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I am an extremely confident, hard working and high achieving person who has the ability to work under pressure, within time limits whilst still maintaining a high standard. I am able to speak both English and Korean fluently and easily converse with those who have poor English skills. I am a patient and understanding person and have helped all sorts of people in all sorts of situations through my church where my father is the minister. I am honest and reliable and believe that I will have little difficulty in achieving my given tasks.

My personality and academic success demonstrate the following qualities: A high level of commitment and a desire to succeed. The ability to perform at a high level, as well as personal pride and commitment, not to let myself, or my employer down.

**Employment History**

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Morning Glory (Perth) 2006

Work Experience at Mobile Plus (in the city) 2007

Sox Plus (Knox City) 2008

Max M Lawyers (March 2011 – March 2012)

Since Early 2011 I have worked at a law firm located in the CBD. As part of my job I was required to do a range of tasks; from sending letters, to finding legislation, making case summaries, conveyancing as well as a range of other tasks involving a wide range of techniques.

**Referees**

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Jeha Park

Lawyer at Max M Lawyers

0487420100

Young You

Owner of Morning Glory

yousamo@hotmail.com