

JESSICA M HO

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Summary

CAREER OBJECTIVE

Working in a Legal Firm or a Law Court with aspects of Australian Immigration Laws and Practice, or a Court Interpreter on calls and video conferences.

KEYS OF SUCCESS: Integrity & Ethics, Strong Teamwork, Great Communication, Continuous Learning and Improvement

Highlights

Knowledge of Australian Immigration Laws and Practice

Operate LEAP Legal Software Westlaw and LexisNexis

Legal research

Preparing an Affidavit

Applying and follow-up Legal Aid Applications

Prepare Barrister's Brief Barristers-Ring-Around

DX and other correspondence Multi-line switchboard

Daily docket reports

Office management

MS Office proficient

Database management

Making appointments with clients

Maintain files and records

Professional Association Memberships

Australian Institute of Interpreters and Translators (AUSIT)

National Council on Interpreting in Healthcare (NCIHC)

National Association of Judiciary Interpreters and Translators (NAJIT)

Education

2019

The National Council on Interpreting in Healthcare (NCIHC)

Certificate of Attendance, *'Investigating Dialogue Interpreting Performance'*

Certificate of Attendance, *'Baby Steps to Note-Taking'*

2018

The National Council on Interpreting in Healthcare (NCIHC)

Certificate of Attendance, *'Remote But Highly Engaged: Training Telephonic and Video Interpreters for Success'*

Certificate of Attendance, *'Gloss up Glossaries!: Expanding the Application of Glossaries in Interpreter Training Programs'*

Certificate of Attendance, *'Cultural Incompetence: A Fix-It Webinar for Interpreter Trainer'*

2015-2019

NAATI

Certificate of Attendance, Insight into Interpreting (Theory and Practice)
Workshop

Certificate of Attendance, NAATI Accreditation to Certification

PROZ.com

Certificate of Attendance, *2015 Virtual Conference for International Translation Day*

Certificate of Attendance, *2016 Virtual Conference for International Translation Day*

Certificate of Attendance, *2017 Virtual Conference for International Translation Day*

Certificate of Attendance, 2018 Virtual Conference for International Translation Day

Certificate of Attendance, 2019 Virtual Conference for International Translation Day

2015

Victoria University

Graduate Certificate in Australian Immigration Laws and Practice

Subject A: Australian Migration Law and MARA

Subject B: Australia Visa's System

Subject C: Visa Compliance, Cancellation and Review

Subject D: Applied Australian Migration Law and Practice

2014

Professional International Education Resources (PIER)

Qualified Education Agent Counsellor: Education Services to Overseas Students

Subject A - Australian Qualifications Framework (AQF)

Subject B - Regulations & Legislation (REG)

Subject C - Working Effectively (WEF)

Subject D - Ethics (ETH)

2013

Victoria University

Advanced Diploma of Legal Practice: Laws and Legal Practice

Property Law

Land Contracts

Contracts Law

Company Law

Administrative Law

Family Law

Wills and Probate

Torts Law

Criminal Law

Legal Research

Legal Process

1992

Victoria University

Bachelor of Arts: Multicultural Studies

Australian History and Culture Language and Culture Sociology

Inter-cultural Studies Computer Studies

Experience

Northern Metropolitan Institute of TAFE (NMIT)

Administrator, Invigilator, IELTS Department 11/2008 to 2017

Working as an Administrator and an Invigilator to run IELTS Tests for Academics and General Training Tests at Collingwood Campus and Preston Campus, NMIT.

MacGregor Barristers and Solicitors

Law Clerk 2/2012 – 12/2012

Maintain File and Records

DX and other correspondence

Manage bookings for Clients and Lawyers

Operate LEAP Legal Software

Legal Aid Application

Preparing an Affidavit

Preparing Barrister's Brief

Barristers-Ring-Around

Melbourne Magistrates Court

Work Experience 07/2007 to 10/2007 Melbourne, Victoria

Filing and Records Database Management

Victorian School of Languages

VCE Vietnamese Language Instructor, 1989 to 2009

Teaching LOTE Vietnamese language, VCE Level

Co-writer, chapter titled "Vietnamese Australian Families in Australia" in Families and Cultural Diversity edited by Robyn Hartley, published by Allen & Unwin, 1995.

References

Ms Jordana Le, Lawyer, Verduci Lawyers, 186 Barkly Street, Footscray VIC 3011

Telephone: 0404 196 849

Mr John Presser

President, Australian Vietnamese Chamber of Commerce and Industry, 251

Lonsdale Street Melbourne VIC 3000

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