

YASMINE RAKI

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Career Profile

I am currently in my fourth year studying a double degree of Bachelor of Laws and Bachelor of Commerce (Finance) at Deakin University.

I am a positive, hard working and adaptable individual, who enjoys learning new skills, and motivating people around me. After living 10 years in the Middle East, I am able to engage ethically and productively in a professional context with diverse communities and cultures in a global setting. I am also able to speak Persian fluently, French at an intermediate level and have beginners understanding of Arabic.

Education

Bachelor of Laws/Bachelor of Commerce (Finance)

March 2015 – October 2019 (expected)

DEAKIN UNIVERSITY

▪ Activities and Societies:

- Deakin University Faculty of Business and Law Student Ambassador,
- President of Deakin Commerce Society,
- CPA Australia Student Ambassador,
- Deakin Think Tank Challenge Committee 2016 & 2017,
- Annual corporate video promoting Deakin University,

▪ Awards:

- Faculty of Business and Law Award for Outstanding Contribution to University Community
- Published profile on the Deakin University website:
<https://businessnewsroom.deakin.edu.au/articles/when-university-feels-like-home>

IGCSE & A Levels

September 2007 – June 2014

KUWAIT ENGLISH SCHOOL

- Private British School located in Salwa, Kuwait

▪ Activities and Societies:

- Sixth Form Committee (Senior Prefect), Head of Peer Mentoring Committee, House Captain, Executive Committee of Model United Nations, BSME Games in Dubai & Qatar, Duke of Edinburgh International Award (Jordan), Model United Nations Conference (7 including Italy & Switzerland).

French Language

September 2007 – June 2011

INSTITUT FRANÇAIS KOWEÏT

- After hours French School run by the French Embassy of Kuwait to study the French language.

Legal/Commerce Employment History

Legal Administrative Assistant

August 2017 – Present

MCMULLAN SOLICITORS, South Melbourne

Small boutique law firm specialising in construction law

- Expert determination and alliance contract research
- Organise and file legal documents, answer phone calls and general office administration

Paralegal

March 2017 – August 2017

BOON LEGAL, Melbourne CBD

Small boutique law firm specialising in property and family law matters.

- Organise family law files and briefs to Counsel, and close and archive files
- Insight to lease and contract formation

Law Clerk**March 2016 – June 2017**

BERRY FAMILY LAW, Melbourne CBD

Well-established family law firm with offices in Melbourne CBD and Williamstown

- Organise family law files and prepare briefs to Counsel
- Database management and preparation and filing of court documents
- Photocopy, scan, print, and archive files, and gain knowledge of the functions of a law firm

Tax Consulting Vacationer**Nov 2016 – Feb 2017**

PITCHER PARTNERS, Melbourne CBD

Mid-tier accounting firm

- Research on a range of legal tax matters (Corporate tax and CGT)
- Present individual advice to mock client (for a partner and 2 managers) on various tax implications of share sale, dividend distribution and asset purchase.

Other Employment History

Student Ambassador**March 2017 – Present**

DEAKIN UNIVERSITY, Burwood, Melbourne.

- Attend o'week and speak to over 300 students regarding courses and opportunities at Deakin

Store Manager**Jan 2016 – April 2017**

FASHION DELI, Toorak, Melbourne

- Promoted to store manager after 5 months of employment.
- Trusted with security codes and various passwords.
- Exceed weekly KPI's of \$1,500, independently manage store on weekends and resolve customer complaints within a 24-hour time frame.
- Manage inventory, re-organise stock room, company website and online orders

HR Clerk**May 2013 – June 2013**

KEO INTERNATIONAL CONSULTANTS, Kuwait

- Data entry into the Human Resource Management Information System
- Document control and information filing
- Plan and execute the July issue of KEO Kares E-news that is a part of KEO's Corporate Social Responsibility.

Positions of Leadership

President**April 2015 – Present**

Deakin Commerce Society

Deakin University's largest student society.

- Position progression:
 - 2016/2017 – Head of Accounting
 - 2015/2016 – Director of Accounting
 - 2015 – First Year Representative
- Creation of relationships amongst corporate organisations, and working in conjunction with the faculty of Business and Law.
- Lead a committee of 25 individuals to organise and run academic and social events throughout the year.
- Implement a succession plan for our future committee members, and speak at o'week presentations in front of 800 students.
- Achieve a seat on the Business and Law Student Experience and Engagement Committee (SEEC) and represent the voices of all Commerce and Law students at Deakin.

Deakin Think Tank Challenge Committee**March 2016 – Present**

Deakin Business School

Innovative competition.

- Organise the first ever innovation competition alongside the Faculty of Business and Law
- On the judging panel for the preliminary round where students present a solution to a real business problem.

Professional Development

Clayton Utz Client Interview

August 2017

DEAKIN LAW STUDENTS' SOCIETY

- Client interview competition.

French Intermediate/Advanced French Language classes

2017 - Present

A FRENCH JOURNEY

- Attend weekly French classes to better my French within a professional setting

Ahead at Ashurst

May 2017

ASHURST

- Understand the different legal practices within top tier law firms
- Corporate transactions case study

Transition from Law School to Law Practice Workshop

May 2017

ARNOLD BLOCH LEIBLER

- Learn how to develop the skills learnt from university and apply it into the workforce
- Guidelines on how to write letters and take part in a dispute resolution and negotiation case

Game Changers Program

April 2016 – August 2016

ERNST & YOUNG

- Network with managers and listen to their stories on why they chose EY
- Understand the environment of EY and the different practice areas

Volunteer Experience

Committee Member

March 2017 – Present

HOUSE OF PERSIA, Australia

Community Committee

- Help run and organise Persian cultural events throughout the year.

Legal Volunteer

November 2017 – February 2018

AED LEGAL, Australia

Legal Centre for people with disabilities

- Draft legal documentation and letters, organise administration and conduct research.

Board Member

September 2013 – July 2015

FOUNDATION OF HOPE, Kuwait

This charity focuses on children with disabilities or are poverty-stricken.

- Help run and organise charity events throughout the year
- Collect old clothing from families within the expat community to donate to refugees in Syria.

Achievements/Awards

Outstanding Contribution to the University Community

December 2016

Deakin University Faculty of Business and Law

Duke of Edinburgh International Award

February 2013

ABRSM Grade 6 Piano

November 2013

Languages

Persian (Farsi)

Oral: Fluent
Written: Basic
Reading: Intermediate

French

Oral: Intermediate
Written: Intermediate
Reading: Advanced

Arabic

Oral: Basic
Written: Basic
Reading: Basic