

KAREN CALLINAN

E: karen@karencallinan.com.au

P: 044-743-9661

A: Mulgoa, NSW 2745

PROFESSIONAL SUMMARY

Seasoned collaborator experienced in meeting needs, improving processes and exceeding requirements in team environments. Diligent worker with strong communication and task prioritization skills. Thrives in support roles and committed to career development in Law.

WORK HISTORY

Shine Lawyers - *Paralegal*

Parramatta, NSW • 10/2024 - Current

- Engaged compassionately and trauma informed with marginalised clients.
- Reduced lawyers workload by drafting routine legal documents such as letters of instruction and affidavits. Lawyers with caseloads of up to 90.
- Liaised with other paralegals and legal staff to complete common tasks on schedule.
- Communicated with clients, opposing counsel and court personnel.
- Assisted counsel in preparing answers, providing documentation, and information for discovery request.
- Facilitated timely and accurate billing by recording billable hours.
- Conducted background investigations on defendant and plaintiffs

Genetically Gifted Pty Ltd - *Owner/Startup Founder*

Mulgoa, NSW • 04/2019 - Current

- Managed day-to-day business operations.
- Consulted with customers to assess needs and propose optimal solutions.
- Established foundational processes for business operations.
- Wrote and successfully implemented digital marketing plan and website development.
- Gained over 50% market share in 3 years.

Pat Callinan Publishing Pty Ltd - *Co-Founder/Owner/Operator*

Blaxland, NSW • 04/2011 - 06/2023

- Established foundational processes for business operations.
- Managed business establishment and registration processes for compliance.
- Prepared BAS, invoicing, tax management, payroll and expenses.
- On road and pre departure content research.

SKILLS

Budget administration
Business marketing and product branding
Verbal and written communication
Relationship building
Trauma informed and culturally sensitive
Document editing and filing
Digitally literate
Legal research
Proficient in MS office
Case management and Lawyer support
File and records management
Case summaries
Discovery management
Interviewing witnesses
Statutory interpretation
Deadline monitoring
Legal terminology

EDUCATION

University of Sydney

Sydney, NSW • Expected in 12/2026

Diploma in Law (LPAB/LEC): Law

Monash University

Melbourne, VIC • 01/2023

Graduate Bootcamp: Digital Marketing

University of New England

Armidale, NSW • 04/1997

Bachelor of Commerce: Agricultural Economics

- Recipient of John D Black Memorial Prize for Economics
- Recipient of Elizabeth Macarthur Award for Policy

- Engaged and liaised with freelancers.
- Produced 15 consecutive seasons of free to air television.

Health NSW - Executive Assistant

Qudos Bank Arena • 07/2020 - 01/2021

- Covid Vaccination Centre Project
- Handled confidential and sensitive information with discretion and tact.
- Managed executive calendars, scheduling meetings and appointments.
- Facilitated training and onboarding for incoming staff.
- Screened calls and emails and initiated actions to respond or direct messages for managers.
- Developed and maintained automated alert systems for important deadlines.
- Took notes and dictation at meetings.
- Wrote reports, executive summaries and data for Senate Estimates.
- Close to 400,000 vaccinations were administered over the course of the project.

| ACCOMPLISHED EQUESTRIAN

National Rookie of The Year - Reining Australia 2018