



TANDIA MOLINA

Date of birth: 03-05-1996

NATIONALITY NEW ZEALAND

LAW & ARTS MAJOR VICTORIA UNIVERSITY

A confident, efficient and diligent worker, passionate about using law in a progressive way, to achieve process and solutions that are in tune with the present and apt for the future.

My organizational nature and strong work ethic have seen me succeed in a range of administrative and hospitality environments, working well in teams and approaching new challenges with attention and broad thinking.

Studying law has continued to enhance my communicative and research skills, as well as my ability to work under pressure and to keep a sharp eye on details.

EDUCATION

Professional Legal Studies, College of Law New Zealand (Completed May 2019)

Victoria University of Wellington (2014-2018)

Bachelor of Laws degree

Bachelor of Arts Degree majoring in International Relations

Rangi Ruru Girls' School (2009-2013)

CONTACT

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606-8203 JAPAN

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AVAILABILITY

I have recently completed my Bachelor of Laws and Arts degrees in New Zealand, and my Professional Legal Studies with the College of Law (NZ). I am currently living in Kyoto, Japan and am looking for full time employment commencing after December 2019 when I will be admitted to the High Court of New Zealand.

EXPERIENCE

PROFESSIONAL EXPERIENCE

MINISTRY OF JUSTICE (February 2018- November 2018)

Throughout 2018 I was a part of the Justice team working on the End of Life Choice Bill currently being passing through the Select Committee. My role as a submissions analyst involved reading, analyzing and coding 36,000 public submissions on the Bill into a database, and summarizing them into a document to be presented to the committee.

FAIRWAY RESOLUTION LIMITED (January 2017- November 2017)

Fairway Resolution is an independent dispute resolution provider, where I worked in service delivery in both ACC disputes and Family disputes. In my role I created case files for new clients, arranged mediation preparations, sorted through case evidence and communicated with parties and their legal representatives.

ORTHOMED ORTHOPAEDICS (Several summers/ part time work 2011-2016) Administrative assistant

FULTON HOGAN CONSTRUCTION (2014 and 2015 – 3 month periods) Labor on construction sites and health and safety management

HOSPITALITY EXPERIENCE

HOUSE OF DUMPLINGS (January-June 2019)

Working Front of House for a local Wellington dumpling company at a range of events and food stalls. This was a very interactive role which involved networking and communicating with a wide range of consumers.

BURGER LIQUOR (October 2016 – August 2018)

As a confident FOH member of many years (below), I exhibit independence, skill and high energy, dealing with large numbers of customers in very fast paced environments. I have gained confidence in all areas of the hospitality industry including front of house service, bar tending, food prep and have extensive knowledge of local wine and beer.

THE WELLINGTON CLUB (Summer 2017-2018)

AVIDA BAR (March 2015- October 2016)

BAMBOOZLE RESTAURANT (2011-2012)

CHRISTCHURCH GONDOLA CAFÉ (2012-2013) .

CHILD CARE (2017-2019)

VOLUNTARY:

Wellington Community Law

Offering free employment advice at the Wellington City Library Citizens Advice Bureau.

Kensington Swan Mentoring Program

Mentoring two first-year law students.

SKILLS

Customer Service	Microsoft Word	Legal Research
Office Admin	Power Point	Westlaw
Hospitality Industry	Excel	LexisNexis

REFEREES

Philippa Bell (Ministerial Advisor to the Prime Minister's Office) (Child care employer)

M: 021811733

Natasha McMillian (Ministry of Justice)

E: Natasha.McMillan@justice.govt.nz

Kathy Esposito (Character reference)

E: Kathy@orthomed.net.nz

M: 0276467964

Vicky Ha (House of Dumplings)

E: vicky@houseofdumplings.co.nz

M: 0273023309

Dan Haycock (Burger Liquor)

E: info@burgerliquor.co.nz

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