

Marianne Maclean
38 Owens Road
Epsom
Auckland 1023

3 December 2019

Simmonds Stewart Limited
Level 4
4 Vulcan Lane
Auckland 1010

To whom it may concern,

Re: Application for Graduate Lawyer Position

I write in support of my application for the Graduate Lawyer position.

I am ambitious, highly motivated to reach my full potential and proactive in resolving legal issues. I have excellent written and oral communication skills, which include an attention to detail and strong analytical and technical ability.

My curriculum vitae (**attached** in support) demonstrates intelligence, persistence and a history of academic achievement, both in regard to obtaining a legal executive qualification and then going on to complete an honours law degree. I have completed Professionals and I will be admitted to the Bar on 20 March 2020.

My previous employment in law firms has provided me with practical experience, which sets me apart from most law graduates and is directly relevant to this position. During my employment as a qualified legal executive, I received a promotion which meant that I was given responsibility for work that was similar to that of junior solicitors in the firm. I became an author within the firm, was responsible for meeting with clients, time-recorded each day and had a monthly budget to achieve (please refer to my previous employer's reference **attached** in support).

In addition to my academic and professional background, I possess strong interpersonal skills and pride myself on my ability to work collaboratively. I note that the staff featured in the videos on your website all praised Simmonds Stewart's welcoming and collaborative culture. I believe I can contribute to this team environment in a positive and inclusive manner, while concurrently maintaining a strong client focus. I am a friendly, warm hearted person and genuinely care for those around me.

I founded my own company during my studies, which reflects my interest in entrepreneurship and the commercial sector. I have found that commercial law (rather than litigation), has sparked a keen interest and is a natural fit for me, being the area of law in which I would like to pursue my career. I chose company law and corporate governance electives at law school, which has equipped me with a sound knowledge of the fundamental relevant law. I am a quick learner who is eager to progress further. In my spare time I enjoy reading up on the latest technology from Silicon Valley. I also have a genuine interest in the legal technological sector, researching developments such as Blockchain.

I would welcome the opportunity to meet with you at your convenience.

Yours sincerely,



Marianne Maclean

CURRICULUM VITAE

Marianne Kate Maclean

PERSONAL DETAILS

Date of birth: 14th May, 1984
Phone: 027 3333 877
Address: 38 Owens Road
Epsom 1023
Auckland
Email: marianne.maclean19@gmail.com

KEY SKILLS

- Excellent communication skills
 - Highly motivated
 - Reliable and trustworthy
 - High-level organisational abilities
 - Pragmatic and proactive
-

TERTIARY EDUCATION

Admission to the Bar

20 March 2020

Professionals (College of Law)

January 2019 – June 2019

Bachelor of Law (Honours), Auckland University of Technology Law School, 2018

New Zealand Law Society Legal Executive Diploma, Auckland University of Technology, 2008

WORK EXPERIENCE

2012 - 2019: Director, Auckland Cavoodles Limited (www.cavoodles.co.nz)

- Concurrently with my studies I founded a company which involved obtaining cavoodle puppies and selling them within the Auckland market. This included all aspects of client service, business management and meeting legal obligations. The company grew substantially to an annual turnover of \$320,000 and for a time became a full-time occupation. During this period I put my studies on hold (2014-2016). Structural changes in the breeding market have since resulted in the business becoming a periodic hobby.

January 2011 - February 2012: Legal Executive, Woodward Chrisp Law Firm, Gisborne

- This position was within the Criminal Law team. I undertook work independently and I was responsible for achieving a monthly budget and recording my time. The nature of the role required a high level of client interaction and case file management. Core tasks required attention to detail and a competent understanding and application of the relevant law. My responsibilities included the independent drafting of legal documents, such as: bail variations; bail applications; affidavits in support; committal documents; call over memoranda; notices of appeal and requests for disclosure. I was a member of a close-knit team where establishing positive working relationships was essential.

January 2010 - December 2010: Receptionist at Nolans Lawyers, Gisborne

- This position involved a wide range of functions and responsibilities in which multi-tasking and organisational skills were key. As the first point of contact for clients, my role was to provide a positive and engaging first impression of the firm. In addition, my work included organising appointments across the firm, managing work place processes, Landonline searches and Deed database searches.

October 2009 (Fixed three month contract): Legal Executive, Banister and Von Dadelszen Solicitors, Hastings

- Employed to cover maternity leave and provide Legal Executive services to one of the Partners in the Commercial Team. I was responsible for both residential and commercial conveyancing, completing all aspects of the transaction using ConveyIT and Landonline. I was also responsible for drafting documents involved in company incorporation, wills, powers of attorney, estates, and trusts. I met with clients on a regular basis for the execution of wills; a key part of these meetings involved explaining the relevant legal ramifications.

R E F E R E N C E S

Please find attached a written reference from my last employer:

Adam Simperingham

Partner

Woodward Chrisp Law Firm

Mark Szigetvary

Partner

Glaister Ennor, Solicitors

Ph: (09) 914 3526

Email: mark.szigetvary@glaister.co.nz

Sue Plowman

Supervising Manager

Auckland Disability Law

Ph: 027 457 5140

Email: sue.plowman@adl.org.nz



AUCKLAND UNIVERSITY OF TECHNOLOGY
TE WĀNANGA ARONUI O TĀMAKI MAKAU RAU

BACHELOR OF LAWS (HONOURS)

(SECOND CLASS, FIRST DIVISION)

Awarded to

Marianne Kate Maclean

Who

*has completed the prescribed programme
of study and has satisfied all statutory
requirements for this qualification*

Chancellor

Vice Chancellor

Director, Student Administration

1 August 2019

Date Granted



This document, when viewed within the My Quals portal, verifies the authenticity of the qualification granted by Auckland University of Technology. It is a digitally certified rendition of the graduation parchment originally given under the seal of the Auckland University of Technology. Auckland University of Technology cannot verify this document's authenticity in printed format.



Transcript of Official Academic Record

Name: Marianne Kate MacLean

Student number: 0301213

NSI number: 98164489

Entrance qualification: Bursary Entrance

ACADEMIC RESULTS

Year	Code	Title	Level	Points	Grade
2012	416206	Intellectual Property	6	15.0	B+
	416202	Law of Contract	6	30.0	A-
	416203	Law of Torts	6	30.0	B
	416204	Property Law	6	30.0	B+
2013	417302	Company Law	7	15.0	B+
	417512	Corporate Governance	7	15.0	B-
	417515	Employment Law	7	15.0	S
	417557	Securities Over Property	7	15.0	B+
	417561	Wills, Trusts and Succession	7	15.0	B
	417563	Legal Research Methods	7	15.0	B+
	417301	Criminal Law	7	30.0	B
	418100	Research Paper	8	20.0	B-
	2017	LAWS725	International Environmental Law	7	15.0
LAWS738		Special Topic I	7	15.0	A-
LAWS769		Local Government Law	7	15.0	B+
LAWS776		Clinical Legal Education	7	15.0	A
2018	LAWS705	Resolution of Civil Disputes	7	15.0	A-
	LAWS706	Legal Ethics	7	15.0	A
	LAWS778	International Human Rights Law	7	15.0	B+
	LAWS785	Special Topic V	7	15.0	A-
	LAWS891	Dissertation	8	40.0	A-



AUCKLAND UNIVERSITY OF TECHNOLOGY
TE WĀNANGA ARONUI O TĀMAKI MAKAU RAU

Student number: 0301213

Name: Marianne Kate MacLean

NSI number: 98164489

RECOGNITION OF PRIOR LEARNING

Year	Type	Qual	Code	Title	Level	Points
2011	ES	LLB	415101	Legal System	5	15.0
	ES	LLB	415102	Legal Reasoning and Writing	5	30.0
	ES	LLB	415103	Law and the Constitution	5	15.0
	ES	LLB	416205	Judicial Review	6	15.0
	EU	LLB	LLB	Non-Law Papers	5	60.0

PROGRAMME ENROLMENTS

Year	Code	Title
2013	AK1009	Bachelor of Laws (Honours)

QUALIFICATIONS AWARDED

Any qualifications granted below were conferred by the Auckland University of Technology, originally established in 1895, recognised as a university under Section 162 (4) (a) of the Education Act 1989 in 2000. Prior to 2000, the institution was known as Auckland Institute of Technology recognised as a polytechnic under Section 162 (4) (b) (ii) of the Education Act 1989. Prior to 1989 the institution was known as Auckland Technical Institute.

Qualification:	Bachelor of Laws (Honours)
Awarded with:	(Second Class, First Division)
Date Granted:	01-Aug-2019
Level of Qualification:	Level 8, Bachelor's Degree with Honours
Official Length of Programme:	540 points, 4.5 year(s) full-time equivalent
Outcome Statement:	

LLB(Hons) graduates will have a comprehensive knowledge of the NZ legal framework and its underlying concepts and principles with a particular understanding of commercial law applications. Graduates will have developed to a high level skills in critical and ethical analysis, problem-solving, research and written and oral communication. They will have demonstrated capability in planning and carrying out high quality research and will have produced a substantial piece of well written, clearly reasoned legal writing which reflects critically on the research undertaken. As well as meeting the requirements for admission as barristers and solicitors in NZ, graduates will be prepared for employment opportunities in a wide variety of occupations in commercial, non-commercial and government organisations operating both in NZ and internationally and for postgraduate study.



NZLS LEGAL EXECUTIVE DIPLOMA
(formerly known as NZLS Legal Executive Course)

STUDENT RECORD

STUDENT REGISTRATION NO: **13503**

Marianne Kate Maclean
9 Joanne Street
Riverdale
GISBORNE 4040

SUBJECT	MARK (%)	GRADE	YEAR
Introduction to the Legal System	Exempt		2008
Introduction to Law Office Practice	74	B+	2008
Property Law and Practice	61	B-	2008
Business Law and Practice	83	A	2008
Estates Law and Practice	85	A	2008
Litigation Law and Practice	79	A-	2003

Year of Graduation: 2009



Elizabeth Berry
National Coordinator

Date: 17 September 2010

NZLS CLE Ltd

Law Society Building, 26 Waring Taylor Street, Wellington
DX SP20202 or PO Box 5041, Lambton Quay, Wellington 6145, New Zealand

Tel +64 4 463 2987 Fax +64 4 463 2985 Email elizabeth.berry@lawyers.org.nz

WOODWARD CHRISP
L A W Y E R S

Level 1, Wilson James Centre
77 Peel Street, Gisborne 4010, New Zealand
P O Box 347, Gisborne 4040. DX LP78507
Telephone: (06) 869 0900
Facsimile: (06) 867 8012
www.wwclaw.co.nz

13 February 2012

TO WHOM IT MAY CONCERN:

MARIANNE RAMAGE

I have had the pleasure of employing Marianne Ramage as a qualified Legal Executive in my litigation team between January 2011 and February 2012.

Marianne's position involved a wide variety of tasks including completing both the private and Legal Aid billing for the Litigation Team, applying to the Ministry of Justice for amendments to grants, completing the paperwork for bail variations, opposed bail applications, affidavits in support, and meeting with clients in order to facilitate legal aid applications.

Further responsibilities have been drafting procedural documents for both indictable and summary matters such as committal documents, the memoranda for first callovers, applications for adjournments, notices of appeal and requests for disclosure. Marianne has also been involved in legal research using Brookers online database.

During Marianne's employment she gained an extensive understanding of criminal procedure and the relevant law. In addition, she has a solid understanding of the Ministry of Justice's guidelines and requirements now in relation to legally aided clients.

Throughout Marianne's time as an employee at our firm, I have found her to be highly organised and competent at all tasks assigned to her. Marianne possesses strong legal reasoning and writing skills. The work she produces is always of high quality. In addition, she is a responsible member of staff and interacts well with the other members of the team.

I would highly recommend Marianne for any role that she wishes to pursue. I know that any employer would greatly benefit from her broad range of skills. Marianne has left our firm in good standing and of her own choice, in order to further pursue her legal studies when she moves away from Gisborne.

Yours faithfully
WOODWARD CHRISP

Adam Simperingham
email: adam.s@wwclaw.co.nz

Partners: Jeff Allen - Ross Revington - Adam Simperingham - Yvonne de Vries-Smith

Associate: Sue Cameron (Registered Legal Executive)

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