

Davor Balder
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SUMMARY OF QUALIFICATIONS

Admission to Legal Practice *Supreme Court of Victoria*

Admitted into Legal Practice: 11 February 2020

Master of Legal Practice *Australian National University*

Graduated: December 2019

Bachelor of Laws (LLB) *Deakin University, Burwood, Victoria*

Graduated: October 2018

Diploma of Frontline Management *Pacific Brands Leadership Development Program*

Graduated: December 2007

Bachelor of Science (Honours — Chemistry) **Bachelor of Arts (Behavioural Sciences)** *Deakin University Geelong, Victoria*

Graduated: May 1999

POST-ADMISSION EXPERIENCE

Balder Phan Lawyers *Melbourne* *Managing Lawyer*

May 30 2022 – now

- **Leading** a team of lawyers
- **Responsible for client** management and distributing work
- **Strategy and operations**
- **Court and tribunal representation** of clients – in State and Federal jurisdictions
- **Responsible for day-to-day management** of operations

Newland Migration Law Services

Melbourne

Managing Lawyer

October 8 2020 – now

- **Leading and managing all aspects** of legal operations, representing clients, managing team of 6 lawyers

Wollerman Shacklock Lawyers

Berwick, Victoria

Lawyer

July 20 2020 – October 5 2020

- **Responsible for assembling** legal research
- **Responsible for** formulating advice on client files
- **Showcased** ability to draft legal case summaries
- **Demonstrated ability** to draft Wills and Powers of Attorney
- **Corresponded with** counsel **and responsible for drafting briefs** to counsel
- **Increased efficiency by** drafting concise research memoranda
- **Reviewed** files and **drafted** letters of demand
- **Responsible for drafting** loan agreements, contracts of sale of real estate, lease agreements and deeds of variation of lease
- **Increased efficiency by** analysing client documents, drafting chronologies and memoranda on these
- **Responsible for representing** clients in court hearings
- **Established good rapport** with clients and responsible for daily communications with clients by phone and in writing.

Consumer Action Law Centre

Melbourne, Victoria

Solicitor Volunteer — Community Legal Practice

March 11, 2020 — July 18 2020

- **Improved** team efficiency by **providing support** in a number of consumer law matters
- **Assembled** legal **research** in a number of areas
- **Supported** Policy Team
- **Briefed and corresponded with stakeholders** across all levels of organisation

- **Represented** Consumer Action in meetings and promoted interests of the organisation.

LEGAL INTERNSHIP EXPERIENCE

Consumer Action Law Centre

Melbourne, Victoria

Legal Practice Experience Volunteer

February 21 – July 18, 2019

- **Investigated issues** on various consumer matters, assembled in-depth background research, drafted complaints to ASIC, AFCA and related bodies
- **Assembled** and **prepared** matters for litigation
- **Provided detailed legal research** on case law, legislation and legal scenarios, including legal matters of **considerable complexity**
- **Coordinated group** work to meet short deadlines
- **Produced** a wide range of **legal documents**
- **Collaborated** across **all levels** of organisation
- **Responsible for arranging phone interviews** with clients — **follow-up** after assistance from National Debt Helpline and Consumer Action Legal Services
- **Court attendances** on behalf of the organisation
- **Responsible for reports** on court appearances to legal team and other interested senior managers at Consumer Action
- **Drafted successful submissions** to ASIC to remove unfair credit products from the marketplace. **Demonstrated** ability to achieve positive outcomes by writing a well reasoned legal argument
- **Trained, guided** and **supported** new volunteers/legal interns
- **Analysed** financial reports and **quantified** interest charges. **Evaluated** financial patterns and **identified** issues for further investigation
- **Reviewed** and **edited** reports before publication
- **Corresponded** with other government and legal bodies on behalf of the organisation
- **Screened** phone calls at reception

Kimberley Community Legal Services
Kununurra, WA
Legal Intern

March 23 – April 14, 2017

- **Showcased** research ability on various matters involving civil litigation, criminal injury compensation payments, medical negligence claims, housing matters, sexual abuse and other matters.
- **Demonstrated** ability to write letters of advice and closing letters.
- **Conducted** supervised interviews and **assisted** some of the most disadvantaged clients in Australia.
- **Assisted** clients with Centrelink matters for Indigenous clients.
- **Corresponded** with clients, government and medical institutions.

Dr. S. Kontelj, Solicitor and Notary Public
Geelong, Victoria
Legal Intern/Assistant

January 2015 – December 2016

- **Provided assistance** with Power of Attorney matters for clients from non-English speaking backgrounds
- **Consulted** clients over the phone and in person
- **Assembled** necessary documentation for legalisation at Department of Foreign Affairs and Trade
- **Advised** clients regarding their appointment time and **arranged** home visits
- **Resolved issues** with clients and **provided support**
- **Drafted** variety of contracts and Power of Attorney documents

OTHER PROFESSIONAL EXPERIENCE

Deakin University
Burwood Campus and Deakin Learning Centre in Dandenong
Writing Mentor and Maths Mentor

June 2015 – October 2018

- **Assisted** and **trained** students to organise and write assignments

- **Counselled** students and **referred** them to other services
- **Represented** university by providing information and **communicating** with prospective students
- **Delivered lectures** on Academic Integrity — **educated** and **inspired** students
- **Guided team** to organise Student Drop-In Stations — **supervised** opening and closing student drop-in stations.
- **Collaborated** with site administration staff and academic staff.
- **Mentored** students by using remote conferencing technologies
- **Trained** students to effectively navigate DeakinSync platform website and **inspired** them to achieve their potential.
- **Educated** students — appeared in internal instructional videos for Deakin University on Academic Assignment Writing Techniques
- **Influenced** site administration to allow better organisation of student drop-in stations.
- **Delivered** lectures for new students on study techniques for university during Orientation Week.

Airstep Australia Pty Ltd

Dandenong South, Victoria *Product Development Manager – Contract*

October 2012 – May 2015

Group Technical Consultant/Group Technical Manager - Contract

- **Developed** new polyurethane products, **delivered** scale up and **engineered** production of new polyurethane products
- **Consolidated** technical support across the group
- **Accelerated** introduction of safety protocols **review/implementation** (according to ISO 9001 standard)
- **Implemented** QC protocols for polyurethane products and **established** QC laboratory

RLA Polymers
Kilsyth, Victoria
Product Development Manager

2008 – October 2012

- **Strengthened** and **consolidated** Polyurethane, PVC, Epoxy and the Quality Control departments.
- **Trained** new staff and **coached** current production staff — in Australia and internationally
- **Directed** adhesives, elastomers, casting products, rigid foams, flexible foams divisions. **Guided** strategy, growth, technical management and development across the group
- **Increased** sales from \$1 mil to \$3 mil in the first year. **Developed 36 new products** in the first year in Polyurethane department
- **Guided** selection of equipment, workspace organisation and **increasing** production **efficiency**

Dunlop Foams
Dandenong South, Victoria
Senior R&D Chemist

2001 – 2008

- **Formulated** and **developed** new polyurethane products and maintaining existing ones.
- **Facilitated** introduction of new raw materials
- **Guided** key projects where development work is required
- **Mentored** staff when undertaking complex projects
- **Composed** patent applications and technical part of patents
- **Collaborated** on research projects with external institutions (CSIRO, RMIT and others)

OTHER PROFESSIONAL INVOLVEMENT

Professional Translator (English<->Croatian)
Formal NAATI Accreditation since 2000, certification under new system since 2018

1995 — present

OTHER SKILLS AND ATTRIBUTES

- Strong working knowledge of a variety of office and business applications
- People management and strong time management skills
- Risk management and compliance management
- Financial management
- Project management
- Cross-departmental collaboration
- Customer relationship management and negotiation
- Hard-working
- Professional
- Outgoing
- Good team player
- Good presenter
- Punctual
- A good sense of humour

COMMUNITY WORK AND MEMBERSHIPS

Rotary Club International
President Elect — Dandenong Rotary Club (2015 – 2016)
Rotary Leadership Training — 2015
Organising Committee — Dandenong Sunrise Rotary Club (2016)
Involvement in Dandenong Show (2014, 2015, 2016)