



GRACE SPINKS

Law Student UQ

Profile

My name is Grace. I am a twenty year old currently studying a dual Bachelor of Arts/Law at University of Queensland. I am extremely passionate about writing, both creative and academic. I am goal-orientated, organised and with a strong work ethic as I have worked casually in some capacity since I was sixteen.

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Education

NSW High School Certificate
St Catherine's School Waverly
2017-2022

Bachelor of Law/Arts
University of Queensland
2025-now

Expertise

Administrative tasks
Email and calendar organising
Interactions with customers

Language

English
Intermediate French

Work Experience

2021
-
2023

Clovelly Bakery

Retail assistant

- Barista training and experience
- Interacting with customers and maintaining customer satisfaction
- Independently trusted with counting the till and closing

2023
-
2024

Nextra Queen St Mall

Retail assistant

- Improved upon customer service skills and learning to upsell.
- Working in a faster paced environment

2024
-
Now

Bakeologist

Retail assistant

- Barista experience
- Working across stores (New Farm, The Gap)
- Counting the till, training newcomers, etc.

2025
-
Now

Email Admin

Private work for an individual

- Responding to emails including booking appointments and taking referrals
- Organising calendars
- Organising resumes and referrals to other doctors.

References

Dr Kerri Eagle
Clinical Director of Justice Health
Associate Professor Conjoint UNSW
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