

# KUNDAI KHULEYA

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## Career Objective

Detail-oriented and commercially minded law graduate with professional experience in legal support, consulting, and technology. Currently completing Practical Legal Training with the College of Law in preparation for admission to practice. Skilled in legal research, drafting, and client engagement, with a proven ability to work independently and collaboratively. Seeking a paralegal, graduate, or junior lawyer role to contribute effectively while developing expertise across property, technology, commercial, and/or in-house legal matters.

## Education

### Bachelor of Laws/Bachelor of Commerce

University of Sydney, Completed

*Key Focus Areas:* Commercial Law, Technology and Law, International Business

### Practical Legal Training

College of Law — In progress (expected completion November 2025)

## Professional Experience

### Consultant (Graduate Program)

*PwC Australia* — Sydney, NSW

*March 2024 – April 2025*

- Delivered process improvement solutions for clients across the banking sector.
- Assisted with project documentation, data accuracy, and workflow reporting.
- Collaborated in fast-paced, cross-functional teams to meet strict deadlines.
- Selected as an Early Careers Ambassador, representing PwC at recruitment and university events.

### Technology Specialist

*Insurance Australia Group (IAG)* — Sydney, NSW

*September 2022 – December 2023*

- Contributed to the development of an internal support chatbot, working with engineers to build and refine backend logic and improve response accuracy.
- Collaborated on tech-driven projects improving client experience and internal workflows.

- Assisted in process documentation and digital transformation initiatives.
- Developed strong communication, organisational and stakeholder coordination skills.

### **Instructional Associate (Contract) – Software Engineering Immersive**

*General Assembly — Remote*

*March 2022 – June 2022*

- Assisted lead instructors in delivering a full-stack software engineering curriculum.
- Provided one-on-one technical mentoring, feedback, and support to students.
- Guided students in debugging, problem-solving, and project development.

### **Volunteer Legal Assistant**

*Redfern Legal Centre — Sydney, NSW*

*June 2019 – November 2020*

- Supported solicitors in managing client files and legal correspondence.
- Assisted with client and preparation of documents for administrative law and tenancy matters.
- Maintained high levels of confidentiality and attention to detail in document handling.

### **Professional Engagement**

- Participated in a Lean In Circle for Women in Technology, where I interviewed a PwC Partner on leadership and inclusion in corporate environments.

### **Key Skills**

- Legal Research & Drafting
- Case File Management & Documentation
- High Attention to Detail
- Client-Focused Communication
- Workflow & Deadline Management
- Database & Records Maintenance
- Strong Interest in Commercial, Construction, Property Law, Corporate Governance, Banking/Financial Services Law, and Regulatory Compliance
- Proficient in Microsoft Office, LegalTech platforms, and data systems

### **Certifications & Training**

- Ethics in the Age of Generative AI - LinkedIn, June 2024
- Computer Software Engineering - General Assembly, 2022