

# Ruby Ritchie

## Curriculum Vitae

### Contact Information

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## About Me

I am a Bachelor of Law student at Western Sydney University. I have a diverse range of work experience, with previous employment in different industries. I want to be an investigate journalist that covers politics, human rights law and crime.

## Work Experience

### Director of Student Publications

W'SUP - Western Sydney University Newspaper

*March 2023 - Present (6 months)*

#### **Editorial work and content production**

- I publish articles on the W'SUP News website and print magazines, with varying subject matter including reporting on our SRC, the Voice to Parliament referendum and national politics. I also have an interest in music journalism, having written an article about a local band.
- I edit all student contributed content, including the content of six student editors who form the W'SUP team and the works of student contributors.
- I produced a print magazine on *Wellbeing* for the student cohort, directing a team of editors, officers and designers. I edited all the content contributed to the *Wellbeing* print edition. I produce print magazines biannually, printing and disseminating the magazines across campus each semester.
- I assist in creating content for our social media pages and website, at times filming and editing video content, and constructing social media infographics.

#### **Management and operations**

- I manage a team of ten people, comprising of six editors and four officers that specialise in marketing, podcasts, social media and design.
- I assign tasks to editors including but not limited to, editing student contributions, attending events to report on for the newspaper, and attending marketing events to give our publication greater student exposure.
- I assign tasks to the officers in my team that are relevant to their field. For example, I may ask W'SUP's marketing officer to create a marketing plan for our next print edition.
- I introduced new roles and systems to the publication including a Contributor Hub to commission aspiring student journalists and writers. I also introduced the Student Governance Reporter role, for student journalists interested in reporting on student governance and politics.
- I schedule fortnightly meetings, prepare agendas, and update tracking lists of website and print content.
- I chair meetings, introduce important procedural changes, and hold votes on these procedural amendment changes.

#### **Marketing and communications**

- I organised for our team to have stalls at student events, to best market our publication to students on campus. To do so, I maintained communications with university staff and relevant student organisations.
- I, along with my team, also introduced an award for outstanding student journalism called the Editor's Choice award. The award was created with the intention of incentivising student-led journalism across campus.

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### **Marketing and communications continued**

- I manage communications with internal and external stakeholders including our SRC, businesses and corporations, and event publicists for writing, music and film festivals.
- I arrange interviews with talent for myself and my team. When talent is travelling to see us, I arrange an itinerary with our location, a map and transport options for their convenience.

### **Student Editor**

W'SUP - Western Sydney University Newspaper

*June 2022 - March 2023 (10 months)*

- Made contributions in the form of written articles to our university newspaper, including newly published editions and our student website.
- Edited and collaborated with other editors on student contributions.
- I assisted in organising events and facilitated marketing strategies to increase student engagement.
- Attended editorial meetings and gave pitches for new content.
- Fact checked articles.

### **Legal Cadet**

Coleman Greig Lawyers

*June 2021 to November 2022 (1 year, 4 months)*

- Worked in three different legal teams, with specialisations in family law, commercial law, and property law.
- Drafted legal documents, letters and emails to clients, wrote legal articles and performed research tasks for solicitors and other professional staff. I attended court proceedings and client conferences, taking meticulous file notes.
- Performed clerical and administrative tasks, including putting together, maintaining, and archiving paper and online files, scheduling meetings, calling clients and mailing documents to staff and clients.
- Covered reception duties, such as cleaning and preparing meeting rooms for clients and staff, serving coffee and refreshments to clients and staff, and performing general housekeeping duties on site,

### **HSC English Tutor**

Learnmate Pty Ltd

*July 2020 to April 2021 (10 months)*

- Developed lesson plans in accordance with students' needs and circumstances, including their favoured learning styles and most comfortable learning environments.
- I attuned lessons to NSW school curriculum outcomes for HSC students.
- Edited and proofread essays, narratives and other written pieces of work for assessments and exams.
- Gave introductions to referencing for HSC students, to prepare them for university assessments.

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### **Cafe All Rounder**

Gloria Jeans Cafe

*June 2017 to January 2018 ( 6 months)*

- Served customers using cash registers and EFTPOS machines, and would on occasion oversee till management.
- Prepared beverages and food for customers.
- Cleaned workspaces and customer tables, swept and mopped floors, and restocked cabinets and refrigerators.

## **Relevant Skills**

### **Media and Journalism**

- Extensive knowledge of Microsoft Outlook, Word and, PDF Docs.
- Proficiency in Grammarly, Scribe, Notion and Canva.
- Excellent written and oral communication skills.

### **Legal Services**

- Proficient knowledge of NetDocs, LawDocs, Open Practice, HotDocs and other legal software.
- Extensive knowledge of Microsoft Outlook, Word and, PDF Docs.
- Excellent written and oral communication skills.
- Outstanding time management and organisation abilities.

### **Education and Tutoring**

- Thorough knowledge of Microsoft Outlook, Word, Powerpoint and, PDF Docs.
- Proficient knowledge of all NSW school syllabuses and curriculums, including primary and secondary learning outcomes.
- Ability to create effective semester and lesson plans that are catered to each client, no matter their skill level.

### **Hospitality**

- Extensive experience in brewing a variety of hot and cold beverages, with a specialisation in coffee.
- Experience with high-volume espresso machines, carrying 5kg-10kg of coffee.
- Proficient knowledge of brewing ratios for espresso shots.

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## Portfolio of work

### **W'SUP Print Edition Magazines**

*Wellbeing Edition Autumn 2023*

*Resilience Edition Spring 2022*

### **Articles**

SRC wants guns on campus: What do students think? **Note:** This article was read and republished up by News.com, the Daily Mail, Campus Review and Real Sydney.

Rising from the underground: unleashing the sound of The Red

Blak and white thinking: What is my place in the 2023 referendum?

Statue of former SRC president proposed, students say: "I don't know who that is."

Vote with care: a guide to the Voice to Parliament referendum

Resilience for some but not for all: Labor and Australian refugee policy

SRC welcomes president with a keen focus on student facilities

### **Social Media and Video Content**

All content can be downloaded [here](#).

The Voice to Parliament Instagram slides

Interview with The Red Instagram reel

Guns on campus Instagram slides

Submissions callout for Subculture magazine

Fashion shoot callout Instagram reel

Submissions open for Editor's Choice Award Instagram slides

Humans of WSU: Diversity Fest Edition reel

Humans of WSU: Diversity Fest Edition full interview

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## Education History

### **Bachelor of Laws/Bachelor of Arts**

Western Sydney University

*2021-present*

- Dean's Merit List 2021
- Received High Distinctions in Fundamentals of Australian Law , Legal Analysis and Critique, and Law and Public Policy: The Voice Referendum,.
- Received Distinctions in Criminal Law and Contracts.

### **Certificate III in Hospitality**

Barringtons Group

*2020*

### **Higher School Certificate**

Blaxland High School

*2019*

- First in Course - English Extension 1
- Special Achievement Award (Top 5) - English Advanced
- E4 in English Extension 2

## Volunteer Work and Affiliations

### **Volunteer Team Member**

Racial Justice Centre

*2022 - present*

I currently do voluntary legal work with the Racial Justice Centre. RJC is a grassroots, not-for-profit, legal centre that specialises in racial discrimination cases.

### **Tutor and Mentor**

Sudanese Australian Integrated Learning (SAIL) Program

*April to October 2022*

In my time with SAIL, I tutored an HSC student in English until she graduated high school. I hope to renew my membership as a volunteer tutor with SAIL in the future.

### **Cafe All-Rounder and Barista**

Whitelion Inc. - If It Wasn't For This Coffee

*2020-2021*

I did voluntary work for the cafe, If It Wasn't For This Coffee, which was sponsored by the charity Whitelion Inc. and whilst doing so, completed my Cert III Hospitality..

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## References

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**Trisha Scott**

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**Christie White**

Café Supervisor at If It Wasn't For This Coffee, Mt. Druitt

Ph: 0400636045

**Bronwyn Kedicioglu**

Former Head Teacher of English at Blaxland High School

E: (1) [MrsK\\_english@yahoo.com.au](mailto:MrsK_english@yahoo.com.au) (2) [Bronwyn.k.reed@det.nsw.edu.au](mailto:Bronwyn.k.reed@det.nsw.edu.au)

10 November 2022

To whom it may concern

**Re: Ruby Ritchie – Statement of Employment**

This letter is to confirm that **Ruby Ritchie** was employed by Coleman Greig Lawyers for the period 21 June 2021 to 9 November 2022. Her last position was **Legal Cadet**.

Ruby was the first Indigenous student to take part in our Cadetship Program.

The Coleman Greig Cadetship Program offers a unique 'on-the-job' opportunity for law students for the duration of their Law degree. The Program aims to offer the successful cadet(s) an invaluable educational experience as they apply their theoretical experience on a practical level in the legal industry.

Students are employed as casuals and experience many areas of law as they rotate through our practice groups and have access to resources and mentoring from skilled and experienced lawyers.

Ruby is an intelligent, caring individual who is on her way to having a successful and rewarding career. She is able to express herself confidently and articulately and is an excellent role model and mentor for younger people in her community.

I would highly recommend Ruby to any future employer or volunteer organisation/society.

Please feel free to contact me should you have any questions.

Yours sincerely



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