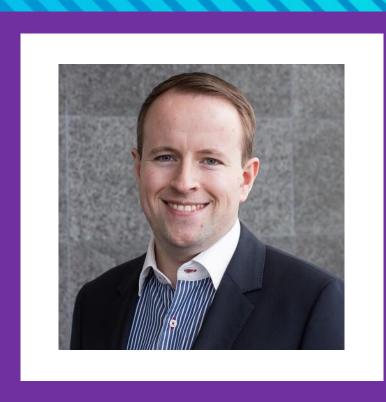


Prodigy Learning
Welcome





Andrew Flood

Proof Matters ...



C.V.

Josh Walker Ringwood, Victoria Australia Phone: +61 3 8282 8084 E-mail: josh.walk@outlook.com

Experience

2015 – Present Law Institute of Victoria

Legal Assistant – providing general legal administrative and secretarial & a legal team. Structure contracts and agreements with clients, Vendors and employees.

2013 – 2015 Victoria Family Lawyers

Summer Legal Associate – assist with case analysis, draft letters and prepare legal files and documents.

Computer Skills

Excellent writing skills, good working knowledge and proficient in use of Microsoft Excel, Word and PowerPoint.

Professional Skills

How do I know?

- Prioritising and managing own workload effectively by managing diary lists and appointments for instructions.
- Always discreet in handling of sensitive and confidential customer, staff or business data and information.
- Extensive experiencing drafting precedent and bespoke contracts, key policy documents, legal letters and other supporting documents.
- Dealing with client queries and legal correspondance regarding compliance, audit and regulatory matters.

Education

Josh Walker

Ringwood, Victoria Australia Phone: +61 3 8282 8084

E-mail: josh.walk@outlook.com



Experience

2015 – Present Law Institute of Victoria

Legal Assistant – providing general legal administrative and secretarial & a legal team. Structure contracts and agreements with clients, Vendors and employees.

2013 – 2015 Victoria Family Lawyers

 $\label{eq:continuous} \textbf{Summer Legal Associate-assist with case analysis, draft letters and}$

prepare legal files and documents.

Computer Skills

Certified by Microsoft in the use of Excel, Word and PowerPoint and have successfully received 3 Microsoft Office Specialist Certificates validating my Office skills.







Professional Skills

Prioritising and managing own workload effectively by managing diary lists and appointments for instructions.

Introducing Prodigy Learning



CERTIFICATIONS

Microsoft Adobe Autodesk

LEARNING SOLUTIONS

Online Learning
Practice Tests
Practice Labs









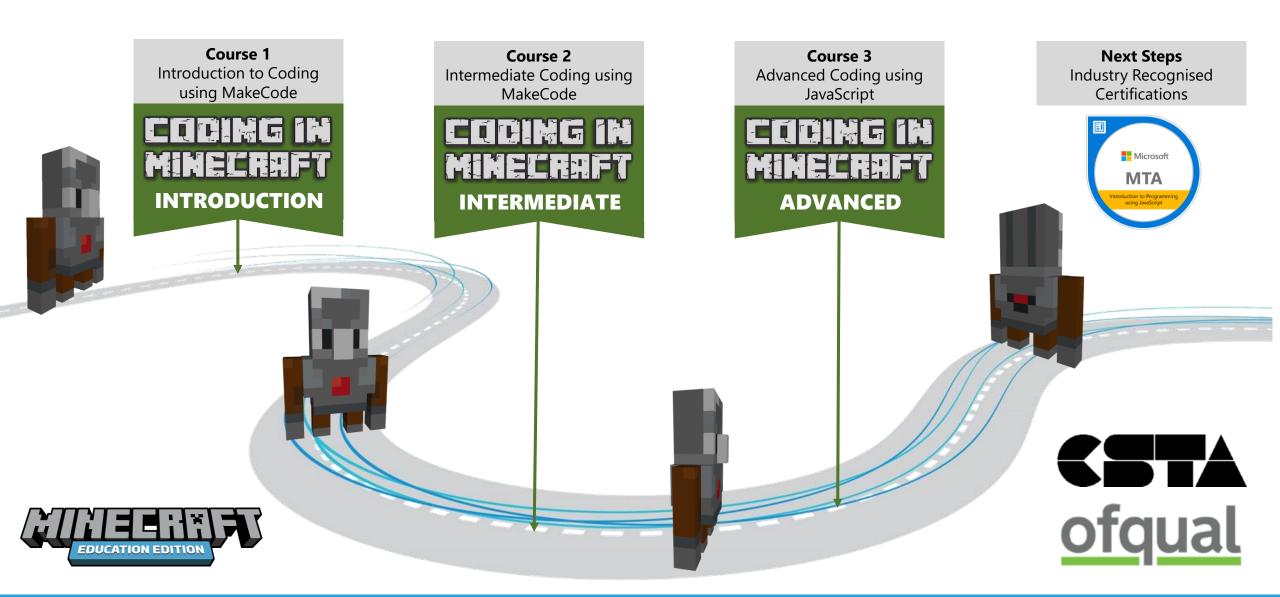




INDUSTRY RECOGNISED, JOB-READY SKILLS, IMPROVE EMPLOYABILITY & PRODUCTIVITY

EUGING IN MINECIPIFY









WORLDS

Students access all coding projects in a ready-to-go Minecraft World to compete each course

CURRICULUM

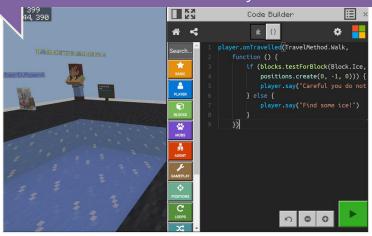
Comprehensive Teaching & Learning Resources for all coding projects delivered online through GMetrix (on Azure)

CREDENTIAL

Three Credentials (each unit awarded independently) – completed online through GMetrix (Azure) platform

PROFESSIONAL DEVELOPMENT

One to three days of PD to cover Getting Started in Minecraft and an overview of each CS course







EDURG 19 MARCHIET





2018 ACA UK Champion – 2019 Designer





What's New / Next?



