

Alicia Green

Lawyer (Australian Qualified)

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Professional Summary

I am lawyer currently practising in finance, restructuring, insolvency and commercial litigation. My areas of focus include general commercial litigation, debt recovery, securities advice and enforcement, trade credit advice, corporate restructuring, complex banking litigation, bankruptcy and voluntary administrations.

Clients that I have acted for include major Australian and American banks and other financial institutions, listed and unlisted companies, high net worth individuals, insolvency practitioners, accounting firms as well as corporate clients on personal insolvency appointments.

I have also been involved in providing complex commercial litigation advice to clients, briefing counsel in proceedings, including instructing counsel at hearings, applications and reviews, and liaising with counsel to prepare evidence.

Education

- **Graduate Diploma of Legal Practice | College of Law | 2021**
 - Admitted as Lawyer in the Supreme Court of Queensland on 15 December 2021 and in the High Court of Australia on 13 January 2022.
- **Juris Doctor (Laws) | Griffith University, Nathan | 2017 – 2020**
 - Open College of Law Client Interview Competition Champion 2019
 - Competitions Convener for the Griffith University Law Society in 2018
 - Junior Ashurst Negotiation Competition Grand Finalist in 2017
- **Bachelor of Business | Griffith University, Nathan | 2013 – 2016**
 - Member of the GERHRM (Griffith Employment Relations and Human Resource Management) Society

Experience

K&L Gates, Brisbane – Lawyer, Finance, Resolution and Insolvency and Commercial Litigation | November 2022 to present

- Drafting:
 - deeds of forbearance;
 - deeds of priority;
 - security documents;
 - security review reports;
 - claim and statement of claim;
 - default notices;
 - letters of demand;
 - letters of advice;
 - outline of submissions.

- Acted for large corporate clients and assisted with identifying, preserving and recovering assets for secured and unsecured creditors.
- Acted for major Australian and American banks in the recovery of debt from high net worth individuals and companies.
- Acted for large corporate clients in claims for breach of contract, breach of financial services laws, breach of the Australian Consumer Law, unconscionability, negligence and fraud.
- Acted for major Australian and American banks advising on loan recovery, securities enforcement, receiverships, corporate restructuring, liquidations, voluntary administrations and bankruptcies.
- Acted for and advised an Australian bank and receivers in respect of the receivership, including the sale of a management and letting rights business and recovery of possession of a property.
- Attending creditors meetings on behalf of large corporate clients hosted by voluntary administrators and liquidators.
- Appearing in court on behalf of a statutory authority of the Government of Queensland for the application to wind up an unlisted company on account of unpaid judgment debt.
- Participating in business development and client relationship activities.
- Interacting with clients and liaising with colleagues in other offices and practice areas around the globe.

Cowen Schwarz Marschke Lawyers, Brisbane – Lawyer, Litigation, Dispute Resolution and Insolvency | May 2022 to November 2022

- Drafting:
 - pleadings to commence proceedings for a debt recovery claim of unpaid fees on behalf of a professional services company;
 - defences in response to claims (in Queensland and Victoria);
 - plaintiff reply in response to a defence;
 - letters of demand;
 - affidavits;
 - letter to other parties enclosing service documents pursuant to the UCPR;
 - creditor's petition;
 - court forms in Magistrates, District, Supreme, Federal Courts and Tribunals.
- Acted for a company director in relation to a notice issued pursuant to s206F of the *Corporations Act 2001* (Cth). I advised the client on strategy and prospects, drafted an outline of submissions, drafted affidavits, managed requests for documents, and independently instructed and briefed counsel at hearing.
- Acted for multiple lending corporations and advised the clients on security interests in excess of \$35M pursuant to the *Personal Property Securities Act 2009* (Cth), including interpretation and pre-execution advice on a general security deed and registration of the security interests on the Personal Property Security Register.
- Acted for a professional services company in a bankruptcy proceeding for outstanding debts in excess of \$600K. I had sole carriage of the matter including drafting the creditor's petition and supporting affidavits, advising on strategy, and independently instructing and briefing counsel at hearing and reviews.

- Acted for a plaintiff (ASX listed company) in a District Court proceeding seeking damages in excess of \$450K for alleged breaches of a software license agreement. I drafted the initial letter of advice, advised on objectives and strategy, advised on compliance with the ASX listing rules, and independently instructed and briefed counsel pre-mediation.
- Acted for a construction company (in liquidation) in relation to a QBCC claim in excess of \$2M for insurance claims paid in accordance with the Queensland Home Warranty Scheme. I advised the client on strategy including director's liability, independently instructed and briefed counsel and managed requests for information from QBCC.
- Acted for individual lenders and advised on a loan agreement and subsequent registration of a mortgage. I drafted a deed of acknowledgement and advised the clients on strategy and in relation to the lenders' interests in a pending bankruptcy proceeding against the borrower.
- Acted for a diverse range of clients, from data service providers to construction companies, in debt recovery proceedings. I advised the clients on strategy, advised on director's liability in respect of personal guarantees, drafted pleadings, managed disclosure, instructed process servers as to personal service of court documents and skip tracing, attended pre-hearing conference (VIC Magistrates Court) and applied for and obtained orders for substituted service and default judgments.

AJ & Co Lawyers, Brisbane – Lawyer, Litigation and Dispute Resolution | January 2021 to May 2022 (Promoted from Paralegal in December 2021)

Litigation and Dispute Resolution

- Drafting:
 - pleadings to commence proceedings for a debt recovery claim of unpaid fees on behalf of a national buyers agency fees (\$24,000);
 - advice on a costs application in a Magistrates Court proceeding (\$54,000);
 - caveat (and lodging) in a Supreme Court proceeding (\$1.4m) involving breach of contract;
 - letters to clients advising of changes to professional services costs pursuant to section 315 of the *Legal Profession Act 2007* (Qld);
 - letter to other parties enclosing service documents pursuant to the UCPR;
 - letter of demand for refund of travel monies affected by Covid-19 (\$112,000);
 - court forms in Magistrates, District, Supreme, Federal Courts and Tribunals.
- Assisted a market leading funds management business with a cost dispute pursuant to a co-owner's deed.
- Compliance with Uniform Civil Procedure Rules and other relevant court practice directions.
- Liaising with clients and other parties as directed.
- Legal research.
- Undertaking PPSR, ASIC and Title searches.
- Compilation of briefs for counsel to assist with large scale litigation involving termination of lease by one of Australia's leading fully integrated real estate groups (\$42.5B property portfolio) due to Covid-19.
- Regular direct communication with clients and Counsel.
- Document discovery for large-scale litigation.
- Software: Leap (fee-earner).
- Maintaining strong working relationships with both internal and external stakeholders of the organisation.
- Supervisory point of contact for systems support within the team.
- Training and development for new staff.

Planning and Environment

- Drafting:
 - application in a pending proceeding;
 - affidavit on behalf of experts in proceedings;
 - affidavit of service;
 - affidavit on behalf of acting solicitor;
 - letters to clients.
- Adherence with Planning and Environment court procedure and rules.
- Assisted with a development application appeal for a material change of use and operational works for land.
- Assisted with matters requiring judicial review of application in relation to local government decisions to the *Planning Act 2016* (Qld).
- Undertaking property related searches.
- Legal research and interpretation
- Regular direct communication with clients and Counsel.

Corporate Advisory

- Drafting of clauses for a Sponsorship Agreement (\$26,000).
- Perusal and formatting of Settlement Deed (\$50,000).
- Drafting a Deed of Termination and Release (\$200,000).
- Drafting catering service agreement for major stadiums and resorts.

Shine Lawyers, Brisbane – Law Clerk, Class Actions (Litigation) | December 2019 to January 2021

- Assisted Solicitors with the day-to-day operations of files/client management.
- Drafting court documents including joint position papers and proposed discovery schedules.
- Assisted with a national financial institution life insurance class action (\$30M).
- Assisted with the NT stolen generation redress scheme class action including interstate travel to greet and register members of the class action (\$378M).
- Assisted with the largest women's health action in Australian history.
- Maintaining strong working relationships with both internal and external stakeholders of the organisation.
- Client interview and preparation of witness statements.
- Perusal of expert witness reports for the purposes of compiling key points for evidence.
- Training and development for new staff.
- Assigned team leader duties for projects including establish group member eligibility.
- Preparation of team productivity reports for senior management.
- Supervisory point of contact for systems support within the team.
- Legal research.

O'Reilly Workplace Law, Burleigh Heads – Paralegal | July 2018 to December 2019

- Drafting:
 - employment contracts;
 - contract clause amendments and company policies (e.g. drug and alcohol) and procedures.
- Legal research, fact gathering and information retrieval.
- Contacting clients and billing. Software: Practice Evolve.
- Writing articles for the Company's online blog.

Professional Memberships and Appointments

- Member of the Queensland Law Society
- Member of Women in Insolvency and Restructuring Queensland Inc (WIRQ)
- Member of the International Women's Insolvency and Restructuring Confederation (IWIRC)
- Appointed to the Management Committee of WIRQ 2023
- Appointed to the Australian Restructuring Insolvency and Turnaround Association (ARITA) Young Professionals Committee Queensland 2023

Community Affiliations

- Lions Club International (held Club Secretary and Treasurer roles)
- Feeding the homeless, Rosies
- Workforce Support Volunteer, Australian Red Cross
Community Partnerships Team Member, Oaktree Foundation
- Share the Dignity Volunteer
- Sheltered by Grace Volunteer

Skills & Abilities

- Strong drafting and communication skills
- Attention to detail
- Legal research
- Keen to learn
- Fast and accurate typing skills
- Advanced level in Microsoft Office

References

Available upon request.