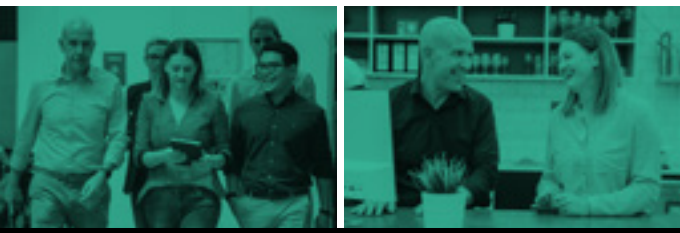




DAYNA GILBERT

EXPERIENCE

- ✓ Responsible for the daily operation of Helix Legal
- ✓ Marketing and business development
- ✓ Training new and existing staff with firm style guide and clients recommended style guide and procedures
- ✓ Responsible for firms social media profile
- ✓ Responsible for implementing and training on all Helix systems
- ✓ Organisation of seminars and presentations
- ✓ Schedule and prepare agendas for directors | team meetings
- ✓ Create and update internal policies and procedures
- ✓ Preparing adjudication applications and payment claims through administrative support
- ✓ Conduct research and searches
- ✓ Coordinating travel arrangements and appointments
- ✓ Development and amendments of precedents
- ✓ Establishing the inhouse policies and procedures for work received from new clients and in response to successful tenders
- ✓ Responsible for receiving all new matters from state government board and regulatory bodies including over 200 files
- ✓ Maintains the database of matters received, opening files, generating initial correspondence and recording any due dates
- ✓ Administration contact person for the state government teams and assisting with general enquiries
- ✓ Implemented and maintained an inhouse calendar to track all compliance dates
- ✓ Implemented monthly reporting spreadsheet
- ✓ Responsible for ensuring monthly reporting to clients
- ✓ Responsible for updating financial status of briefed files
- ✓ Assisted with training new and existing staff with any changes to the Queensland government board's policies and procedures
- ✓ Assists with the administration of all files
- ✓ Generated, reviewed and amended, formatted any documents
- ✓ Coordinates witnesses to attend hearings both written and orally to support solicitors
- ✓ Schedules appointments for staff to meet with Queensland government decision makers and witnesses
- ✓ Prepares exhibits to court and tribunal documents to assist solicitors
- ✓ Assists in the preparation of matters for compulsory conferences and hearings as directed by solicitors
- ✓ Assists in preparing briefs to counsel and experts as directed by solicitors



EXPERTISE

Dayna is a Co-founder and Operations Manager of Helix Legal, with over 2 decades of experience in the legal industry.

Dayna has experience in every aspect of running a law firm from office manager, HR, IT, WP, PA, paralegal, marketing and now leading all operational aspects as Marketing and BD Manager.

Having worked with Janelle, Earl and their clients since 2005 as a paralegal and personal assistant, Dayna has developed an extensive understanding of the construction industry. She has forged many strong connections and developed a wide variety of skills and strategic thinking.

Dayna knows how a law firm operates and brings that knowledge to the advancement and continual improve of Helix. Providing the voice and insight necessary for Helix to look beyond traditional law.

Dayna has an exceptional work ethic with high levels of drive and commitment. She has a developed understanding of the legal system and the legal profession. She has the ability to think clearly and learn quickly under pressure. Dayna has proven capacity to also handle a high volume workload and ability to work independently to achieve set deadlines for clients.

Dayna likes to help solve clients problems and build solid relationships. With a passion for helping businesses grow by assisting clients with their administrative needs and developing internal systems that will assist in the growth of their business.

With a view to assisting our clients in building better businesses and providing solutions to their problems. Dayna brings a depth of practical experience and knowledge, complementing the legal skills within the business, delivering alternate solutions for clients, not just the legal answer.

Dayna's focus is on ensuring that clients expectations are met and they receive the best possible service whilst creating an inspiring and inclusive environment where the best people can achieve incredible things.

QUALIFICATIONS | MEMBERSHIPS

- ✓ Events Committee Member, Redcliffe Triathlon Club
- ✓ Former Secretary, Moreton Bay Road Runners
- ✓ Former Events Committee Member & Assistant to President, National Association of Women in Construction (NAWIC)
- ✓ Former Assistant to Team Leader, Brisbane Youth Service Legal (QPILCH)

