JOB INTERVIEW RESPONSE

FOR

DHAMMA RANASINGHE

**REVISIONS 5/3/13-WORD CHANGES AND NEW EXPLANATIONS/COMMENTS SHOWN IN ORANGE-**

* **Why am I the most suitable candidate for this position?**

I’ve traveled the world, continually quenching my thirst for knowledge and experience; I have explored my love of law, demonstrated my dedication for making a difference in the professional arena, devoted my time to honing my eye for detail and sharpening my skills with the goal of supporting my colleagues and clients. I have extensive and varied legal experience and have spent a large portion of my professional career working for a corporation that specializes in leisure and resorts.

* **Tell us about your background**.

As a “student of the world,” I have studied at Victoria University in Wellington, New Zealand, where I earned my Master of Laws with Honors, I received my Bachelor of Laws from the University of Ceylon, I have been admitted as a Barrister and Solicitor in Australia as well as having been admitted as a solicitor in England and Wales. I have been granted approval to take the California Bar exam as well. My studies and practices around the world have given me the gift of being able to observe and assess situations at many different and unique vantage points. **(If you want to make an additional statement to tie in Disney themes to your educational experiences, you can say-HS 5/3- THIS WAS THE DISNEY THEME I REFERRED TO. “IT’S A SMALL WORLD AFTER ALL” IS A VERY FAMOUS DISNEY ATTRACTION.**) With regard to the geographic breadth of my educational experiences, I can tell you, ironically, **“It’s a small world after all!”** Each stop on my educational journey informed the next and provided an unparalleled global perspective that continually informs my work.

With regard to my **experience**, I spent ten years working at Wyndham Resorts where I was a Senior Paralegal Specialist and Legal Registration Coordinator, with an emphasis on Regulatory compliance and filing, specializing in complex filings, legislative tracking, contract analysis and review, legal research and interpretation. I created and provided training workshops for the staff of the litigation disclosure area. I also was trusted to work on sensitive and confidential matters and I was responsible for drafting and implementing Standard Operating Procedures for the litigation disclosure area.

Throughout my career, I have been conscious of the need for continual improvement with regard to my skills and knowledge base, and thanks to my extensive education, I am proficient in various disciplines of research including Westlaw, Westlaw Multisite Legislative Tracking, State Net Tracking, as well as more traditional forms of Internet research. My time management skills are inspired and formed by a thorough knowledge of Franklin Covey techniques, and to support all of the tasks and procedures required to successfully execute the duties assigned to me, I am **thoroughly skilled** across all Microsoft Outlook, Word and Excel **(? do you know excel?)** applications **(I don’t know that I would specifically mention Windows, but If you know all, you can also add PowerPoint**).

In response to the criteria illustrated in the job description, it is my privilege to demonstrate how my skills and experience mesh with the position of Paralegal Specialist offered by Walt Disney Parks and Resorts, US:

Regarding basic qualifications with regard to the job requirements, I have been a paralegal specialist and senior paralegal specialist for nearly nine years and throughout my tenure have garnered requisite substantial focus in the vacation/leisure/resort sector. With regard to my extensive dealings with contracts at both Wyndham and Morbitzer Group, I can confidently say that I am a qualified transactional paralegal. I am well versed in assisting in-house attorneys with all forms of contract drafting and all matters involving real estate transactions and legislative tracking. I have a proven understanding of legal practice at the corporate level. I worked for The General Counsel’s office for over ten years while at Wyndham. My experience and understanding of corporate law makes me eager to work within Disney’s corporate legal framework. At the heart of any paralegal’s success is the ability to do complete and comprehensive research, and I am no exception. My **earliest experience** into the world of comprehensive legal research was for my Master’s Degree and of course throughout my academic career, I continued to refine those skills. All of that research served to prepare me for my professional responsibilities. I am sure that our hard work is **in vain** if we cannot communicate clearly, effectively and with intention. I have created and led workshops for in-house paralegal staff and naturally I am perpetually engaged in verbal and written communications with colleagues, managers, attorneys, and most importantly with government and regulatory agencies. I know the power of effective communication and I respect and demonstrate diplomacy for all with whom I come into contact. As I stated earlier, I fully appreciate the **details** involved in successful completion of the paralegal’s mandate, and I dedicate my career to completing all tasks completely and carefully. I am adept at multi-tasking, team building, coordinating, managing, and participating in groups. I respect time sensitive projects and know the value in teamwork and colleague support when necessary. All regulatory filings are done on an ongoing basis, all with deadlines, and as with all deadlines, they had to be diligently adhered to.

I want to thank all of you for taking the time to meet with me. Walt Disney Parks and Resorts is a world-class organization-one that acknowledges tradition while providing entertainment for millions of guests each year. That’s the **FACE** of Disney, but obviously it takes teams of dedicated employees to drive the vision and sustain the success built on generations of devoted and hard working people at all levels and areas of employment. Given the opportunity to offer my talents to your organization would be a real privilege. Thank you again and I hope to see all of you in the very near future!! (**If you want to, add**) After all, who was it that said, M-I-C… See you real soon!!! (**That was the beginning of the theme song of the Mickey Mouse Club TV show from many years ago-if you think it’s too corny, leave it off, but as I said, I think it would be good to add some humanity and connection to the brand)**.