

CAROLINE XU

caroline.xu46@gmail.com | +61 405 188 655 | Sydney, Australia

Education

Bachelor of Laws (LLB) (First Class Honours) & Bachelor of Commerce (Finance) | The University of Sydney — 2018–2023

- Honours thesis on "The Meaning of 'Substantial Business Activities' in Investment Treaties", supervised by Professor Chester Brown SC (High Distinction).
 - Semi-Finalist (equal 3rd of 365 global teams), 29th Willem C. Vis International Commercial Arbitration Moot 2022.
 - Competitions Director, Sydney University Law Society (2021).
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Professional Experience

Lawyer | Ashurst — May 2026–Present

- Lawyer in the Dispute Resolution (Construction and Arbitration) team in Sydney.

Associate / Tribunal Secretary | Sydney Arbitration Chambers — November 2024–April 2026

- Provided informal case management and information/document management assistance to Doug Jones AO, Janet Walker CM and James Allsop AC.
- Acted as formal tribunal secretary on three international arbitration matters.
- Delivered course on the role of tribunal secretary in construction arbitrations (April 2026)

Graduate | Ashurst — February 2024–October 2024

- Rotated in the Global Loans (Banking and Finance) and Dispute Resolution (Construction and Arbitration) practice groups.
- Previously completed a seasonal clerkship in the Dispute Resolution and Planning practice groups (November 2021–February 2022).

Paralegal to Doug Jones AO, Janet Walker CM and James Allsop AC | Sydney Arbitration Chambers — July 2022–February 2024

- Conducted legal research and drafting to assist with the preparation of addresses and academic publications.
- Provided editorial assistance and management of submissions for the *International Construction Law Review*.
- Provided case management assistance to the Chambers' international arbitration practice.

- Liaised with arbitral institutions and organisations such as Law Business Research, and managed websites and social media to promote business development.

Intern | Australian Centre for International Commercial Arbitration (ACICA) — February 2022–July 2022

- Managed and proofread submissions for the *ACICA Review*.
- Reviewed various maritime arbitration rules and prepared suggested amendments to the Australian Maritime and Transport Arbitration Commission (AMTAC) Rules.
- Recorded minutes of Executive Committee meetings and conducted research for outreach strategy.

Paralegal | Valorum Law Group — July 2019–December 2021

- Managed the client and file database for a sole practitioner in a boutique construction and commercial law firm.
- Assisted in construction litigations and conducted reviews of evidence and construction contracts.
- Drafted insight articles and research memoranda on construction and commercial law.
- Edited and proofread legal documents, such as affidavits, briefs and adjudication applications.

Publications

- Luke Carbon, Thomas Gaffney, Christina Han and Caroline Xu, "Welcome certainty or a 'radical' development? Proportionate liability laws apply in arbitrations in Australia" (Ashurst, 13 August 2024).
- Caroline Xu, "Instagram, Inc v Dialogue Consulting" (2022) 10(1) *ACICA Review* 43.
- Research assistance in Doug Jones AO, "Complex Construction Disputes: Progression and Regression in Arbitral Procedure", *International Construction Law Review* (2023); and Doug Jones AO, "Complex Construction Arbitration" (SCL Vietnam, 2023).

Additional Activities

- Editorial Assistant, International Centre for Settlement of Investment Disputes (ICSID) *ICSID Review – Foreign Investment Law Journal* — June 2023.
- Coach, University of Sydney Team for 33rd Willem C. Vis International Commercial Arbitration Moot.

Languages

- Chinese (Mandarin): Limited working proficiency
- French: Professional working proficiency