

OLIVIA ROBINSON

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Summary

Highly organised and disciplined Law graduate, with excellent communication and analytic thinking skills. An ambitious, enthusiastic and committed LLB graduate, with experience in legal research and administration, as well as solid knowledge of UK law. Competent in evaluating and presenting information in a clear and concise way to clients, while understanding their needs. Experienced in working in a fast-paced environment; maintain a high level of professionalism and confidence.

I am looking for a legal secretary opportunity to utilise my experience of legal knowledge and organisation skills at Courmacs Legal.

Skills

Highly dependable Organised Problem Solving Confident Motivated
Analytical thinking Detail orientated Communication Trustworthy Empathy Persistence

Employment History

Account Executive:

Alliance International Servicing, Bangkok

- Established, developed and maintained relationships, with existing client and external providers
- Liaised with clients and service delivery personnel, ensuring the best customer service
- Organised and managed administrative processes effectively and efficiently
- Carried out customer analysis and produced cross sale opportunities

Publications Specialist / Account Executive:

Excel, Bangkok

- Working for an Australian SaaS company, focusing on establishing and maintaining client relations
- Building client relationships with offices and newspapers and dealing with enquiries and problems
- Provide excellent customer service via email and phone services; servicing top real estate agents
- Supervised a team, helping train new members
- Worked towards targets to grow the business

Education Law Clinic Advisor:

Lancaster University, Lancaster

- Worked on individual client cases, assessing case facts and relevant case law
- Analysed legal documentation and legislation
- Drafted letters to clients on behalf of the law clinic

Sales Assistant:

Lovisa, Preston

- Provided quality customer service
- Setting and achieving KPIs for the store
- Performing start and end of the day procedures, as a key holder of the store

Online English Teacher:

Edulive, Bangkok

- Taught 1-1 English lessons to Thai students
- Delivered lessons in a fun and engaging way
- Planned and prepared for lessons
- Produced after class reports for each lesson

Education

Degree level: 2020 - Lancaster University, Lancaster:

LLB Law- 2:1

A level: 2017 - Cardinal Newman College, Preston

Sociology - A

Business - A

Law - B

GCSE: 2015 - Archbishop Temple School, Preston

English literature - A*

Catering - A

Mathematics - B

Geography - A*

History - A

English Language - B

Physics - A

Chemistry - A

Spanish - C

Religious Studies - A

Biology - B

Additional Information

- ‘Fundamentals of marketing’ course
- ‘Social Media Genesis’ course
- 120 TEFL qualification
- Experience at the Education Law Clinic