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**Willow Noome**

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**EXPERIENCE**

**Legal Assistant (Litigation & Dispute Resolution)**

**Jackson Russell Lawyers November 2023- May 2023, Auckland, NZ**

• Provided legal assistance to lawyers, senior associates and partners in the litigation and dispute resolution team.

• Prepared legal documents for hearings, filed new clients and completed Customer Due Diligence.

• Led and completed monthly billing for each solicitor and other various tasks.

**Administration Assistant**

**Napier City Council December 2020 - February 2023, Napier, NZ**

• Selected to work at the Napier City Council after my efforts in the Napier Youth Council.

• Conducted community surveying, data analysis, facilitation interviews, social media management, filing, scanning and more.

• My contributions and dedication were recognised, as I departed from this position with a letter of recommendation graciously provided by the Mayor of Napier.

**PROJECTS**

**Justice Challenge**

Girlboss Edge: Law, Policy & Government • [Read Here](https://www.nzherald.co.nz/hawkes-bay-today/news/watch-the-hawkes-bay-teenager-trying-to-break-down-white%20privilege/ANDG5A4Y6KW2GYFETUTGYUD63M/) • June 2020 - June 2020

• Took part in a highly selective leadership accelerate programme for young women.

• Underwent high-level leadership training and received mentoring from legal professionals.

• Worked with companies such as Chapman Tripp, DLA Piper, and the Ministry of Justice.

• Took part in the 'Justice Challenge' becoming one of the top 11 students receiving the Ministry of Justice Prize. This took me to Wellington where I spoke with legal and policy professionals and gained vast insight into the legal field.

**EDUCATION**

**Bachelor of Laws, Bachelor of Commerce (Information Systems)**

University of Auckland • 2025 • 6.961

**CERTIFICATIONS**

**New Zealand Certificate of Academic Achievement (NCEA)**

Napier Girls High School • 2020

• Level 1, 2, 3 with Excellence with Subject Endorsement in English, History.

**INVOLVEMENT**

**Mentor**

University of Auckland • Women in Law • August 2023 - November 2023

• Provided assistance and guidance for a first year student, assisting in the ins and outs of navigating law school.

**Tutor**

University of Auckland • February 2022 - November 2023

• Provided valuable academic support to Part I students aspiring to excel in second-year law. My commitment led to record-breaking attendance.

• Received the Residential Excellence Award for my service.

**Seminar Host**

University of Auckland • Chinese Law Club, Debating Society • May 2022 - May 2022

• Delivered engaging seminars for Part 1 Law Papers for Law121 and Law 141.

**Class Representation**

University of Auckland • Auckland University Students Association • February 2021 - November 2021

• Acted as class representative for a cohort of 500 liaising with lectures and students to deliver concerns, requests, and areas for improvement.

**SKILLS**

**Legal Administration, Legal Document Preparation, Customer Due Diligence, Legal Research and Writing, Communication, Time Management, Problem Solving**