

## Willow Noome

Auckland, NZ | [willownoome15@gmail.com](mailto:willownoome15@gmail.com) | (+64) 27 884 4947 | [LinkedIn](#) | [Portfolio Website](#)

---

### EDUCATION

#### University of Auckland

*Bachelor of Laws, Bachelor of Commerce Information Systems / GPA: 6.961*

- Awards: Residential Excellence Award
- Relevant Coursework: Databases, Machine Learning, Robotic Process Automation, Digital Transformation, Digital Business, IT Infrastructure, Consulting, Legal Research & Writing, Criminal, Public, Tort, Contract.

#### Learning People Global

*Diploma in Full Stack Development*

- Front-End Development, Back-End Development.
- 

### WORK EXPERIENCE

#### Arcadian Kitchens & Artistry Arcadian

**E-Commerce**

*Chief Executive Officer*

*Nov 2022 – Nov 2023*

- **Created compelling and engaging content** across various platforms to attract and retain customers, driving brand awareness and product visibility.
- **Conducted extensive market research** to identify trends, analyse competition, and make informed decisions to optimise product offerings and target audience.

#### Jackson Russell Lawyers

**Auckland, NZ**

*Legal Assistant, Litigation & Dispute Resolution*

*Nov 2022 – May 2023*

- **Assisted** lawyers, senior associates, and partners in the litigation and dispute resolution team by preparing legal documents for hearings, filing new clients, and conducting Customer Due Diligence.
- **Streamlined monthly billing** processes for solicitors, ensuring accurate and timely completion.
- **Executed various tasks** supporting the legal team, demonstrating adaptability and attention to detail.

#### Napier City Council

**Napier, NZ**

*Administration Assistant*

*Dec 2020 – Feb 2021*

- **Managed** the Napier Youth Council social media alongside conducting interviews for the 2021 Youth Council.
  - **Conducted** community surveying and analysis.
  - **Assisted in diverse aspects** such as electronic filing, mural art, and optimising storage spaces.
- 

### LEADERSHIP EXPERIENCE & ACTIVITIES

#### Volunteer - Tutor

- Tutored Part 1 Law Students seeing record numbers at the largest Residential Hall in New Zealand.
- Hosted Part 1 Law Seminars for the University of Auckland Chinese Law Club and Debating Society.
- Class Representative for LAW141 (Legal Foundations).

#### Volunteer - Human Rights

- Organised a national peace walk for Yemen with RiseForLives and spoke at the Youth Labours Conference.
- Actively initiated and composed fortnightly emails to government departments, raising awareness and addressing human rights offenses in diverse countries with Amnesty International.
- Raised \$3000 for the people of Malawi with World Vision.

#### GirlBoss Edge: Law, Policy & Government

- Underwent high-level leadership training and received transformative mentoring from New Zealand's leading legal, policy and political professionals.
- Awarded the Ministry of Justice Prize.

#### McKinsey & Company Future Leaders Forum

- Engaged with young leaders throughout New Zealand and Australia while enhancing my leadership skills.
- 

### SKILLS

- Legal Document Preparation, Legal Research & Writing, Social Media Marketing, Graphic Design, Web Fundamentals
- Communication, adaptability, attention to detail, problem-solving, analytical thinking, quick paced

---

## Interests

- Acrylic Painting, Digital Art, Pencil Drawing, Piano, Guitar, Music, Scenic Walks.

# Willow Noome

Auckland, New Zealand • willownoome15@gmail.com • 0278844947 • [LinkedIn](#) • [Portfolio Website](#)

## 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

Giriboss Edge: Law, Policy & Government • [Read Here](#) • 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 • 6.958

## 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



**NAPIER**  
CITY COUNCIL  
Te Kaunihera o Ahuriri



24 April 2021

To Whom It May Concern

**Letter of Recommendation – Willow Noome**

Willow was employed as an Administration Assistant at the Napier City Council over the 2020/21 summer break prior to heading away to commence her tertiary studies.

During her time with NCC she undertook a variety of tasks including:

- surveying the community on the various parks and reserves (Yardstick);
- data analysis for FOLKL Safer Routes to School feedback;
- organising and conducting the 2021 Napier Youth Council interviews;
- graphic designer for Napier Youth Council social media;
- electronic filing, scanning, cleaning/organising storage, letter deliveries and more.

Prior to her role as an Administration Assistance with NCC Willow was a prominent member of the Napier Youth Council. She was the communications officer in charge of all the social media which included making & editing videos, creating posters, organising competitions, responding to DM's and organising Youth Week. During her time in this role she grew the Napier Youth Council Instagram following by nearly 300 people.

In the time I have known Willow both as a Youth Council representative and an employee of NCC I was impressed by her enthusiasm and conscientious nature. She is a friendly, confident young woman and I have no doubt she will succeed at whatever she puts her mind to.

I wish her all the very best for her future study and endeavors.

Ngā mihi,

Kirsten Wise  
**MAYOR OF NAPIER**

Te Kahika o te Kaunihera o Ahuirii