

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

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