

# OLIVIA NEVILLE

[olivianeville@live.ie](mailto:olivianeville@live.ie) | 083 832 8046

## TECHNICAL SKILLS

- Strong legal research skills.
- Proficient in legal databases.
- Excellent computer skills – Excel, PowerPoint and Microsoft Office.
- Critical and analytical thinking capabilities.

## SOFT SKILLS

- Exemplary attention to detail.
- Team player.
- Exceptional oral and written communication.
- Verbal and written Spanish – studied at university level.

## ACHIEVEMENTS

- Promoted to Administrative Co-Ordinator within The Discovery Partnership.
- Assisted in community-based projects and acted as a Language Assistant for secondary level students in Córdoba, Argentina.
- Raising of corporate and event sponsorship for The Hope Foundation Immersion Programme in

## PERSONAL PROFILE

Detail-oriented and enthusiastic law graduate with proven experience in legal research and administration. Having delivered comprehensive and high-quality work in several fast-paced environments, I am eager to further develop my understanding of the practicalities of working in a legal environment. Skilled in legal document analysis as well as in maintaining and developing client relationships and files. I am committed to qualifying as a Solicitor to further cement my existing practical and academic legal knowledge.

## EDUCATION

**LLM (International Human Rights Law and Public Policy)** Sep 2023 - Present  
University College Cork

- Undertaking modules including International Environmental Law.
- FLAC UCC Annual Conference Committee Member.

**BCL (Clinical)** Nov 2023  
University College Cork

- Obtained a grade of 2H1.
- Completed Child and Family Law modules, Privacy and Data Protection Law, Intellectual Property Law and Employment Law.

## EXPERIENCE

**Server/Shift Supervisor** Jun 2017 - Present  
Loving Salads, Cork (Part-time)

*Customer service and keyholder responsibilities.*

- Promoted to Shift Supervisor and provided training of employees.
- Managed customer queries and complaints.
- Conducted initial consultations with customers regarding catering requests and served at large-scale commercial events.
- Performed opening and closing duties including counting and balancing of cash drawers.

**Legal Intern** Jun 2023 – Aug 2023  
Environmental Protection Agency, Co. Cork

*Providing legal support and research within the Environmental Licensing Programme.*

- Conducted extensive legal research on newly enacted legislation in addition to jurisprudence.
- Assisted in the preparation and drafting of legal memorandums presented to the Board.
- Facilitated the relationship between external solicitors and internal staff through drafting of legal updates, responding to internal legal queries and attending hearings.

**Administrative Co-Ordinator** Jun 2018 – Mar 2023  
**Administrative Assistant** Jan 2017 – Jun 2018  
The Discovery Partnership, Cork (Part-time)

*General administrative duties – assisting in research, design, and development of training materials within a small and medium enterprise consultancy practice.*

- Researched and compiled training programmes on topics including entrepreneurship, marketing and finance.
- Maintained Quality Management System (QMS) through assessment of client feedback and records.

# OLIVIA NEVILLE

[olivianeville@live.ie](mailto:olivianeville@live.ie) | 083 832 8046

## INTERESTS

- Volunteer work and fundraising.
- Dance and musical theatre – member of UCC Dance.
- Spanish language.

## REFERENCES

Available upon request.

## EXPERIENCE (CONTINUED)

### Legal Assistant

Sep 2021 – May 2022

Hickey Dorney Solicitors, Co. Cork

*Secretarial duties in the areas of Family Law, Private Litigation, Tort Law, and Conveyancing.*

- Co-ordinated and met with clients to draft applications, financial statements and supporting documentation for hearings.
- Maintained and handled files to completion and acted as a primary contact for client queries.
- Drafted and filed various Motions, Affidavits, and other litigation materials with courts.
- Organising principal Solicitor's schedule and serving as liaison between Solicitors, clients, courts and other institutions.