

OYINPREBI DEBORAH OLOBIO

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Summary:

I am a First-Class Honours LL.B. graduate with private and public sector experience in employment, immigration and tax law. I also have a wide range of experience gained from the retail and hospitality sector.

EDUCATION

Irish Tax Institute – Certificate in Income Tax and Payroll Compliance

- 85% grade

Dublin Business School – LL.B. Bachelor of Laws (HONS)

- First Class Honours (1.1), graduated in October 2020

St Joseph's College, Lucan

- Leaving Certificate 2017
- Junior Certificate 2014

WORK EXPERIENCE

Office of the Revenue Commissioners 10/2021 - Present

Revenue Solicitors Division

- Assisting solicitors in the co-ordination of legal matters
- Drafting and/or reviewing legal documents
- Liaising with external legal counsel in multiple jurisdictions
- Court attendance
- Conducting legal research
- Summarising judgements/determinations
- Note taking
- Maintaining accurate and up-to-date records
- Providing ad hoc legal support as needed

Communications Unit

- Assisting with the creation of communication strategy 2023
- Implementing plan for routine communications
- Collaborating with management and internal units to understand communication needs and objectives, and propose solutions that are appropriate for message and audience
- Edit and/or review training materials, policies & procedures and other internal communications
- Recording and analysing communications related data
- Chairing "Lunch and Learn" sessions
- Organising outreach events & conferences
- Conducting surveys, collating and summarising findings
- Performance Reporting
- Completing other ad hoc tasks as required

OK Consultancy – Legal Executive & HR Coordinator 09/2020 – 05/2021

- Assisting or taking the lead in client consultations
- Running immigration cases from start to finish
- Preparing and reviewing application forms
- Drafting and/or reviewing legal documents (e.g. letters to the Department of Justice, submissions for appeal, Workplace Relations Commission complaints and company policies)
- Conducting legal research
- Taking client instructions over the phone or via email
- Assisting in setting up the HR Department (e.g. drafting HR policies/procedures and employee handbook, designing job descriptions, reviewing/amending employment contracts)
- Completing other legal administrative tasks as required

The Chief Justice’s Summer Placement Programme 2020 - Intern 06/2020

- Assigned to a judge of the Superior Courts.
- Attended and observed court hearings.
- Completed research assignments or tasks given by the Judge or the Programme.
- Attended various talks (online) including the Hardiman Lecture Series.
- Enhanced my knowledge of the law and court procedure.

Law Offices of Caro Kinsella – Case Assistant 05/2018 - 06/2018

- Responding to client emails.
- Speaking to clients over the phone.
- Liaising with the United States Citizenship and Immigration Services (USCIS).
- Filling forms and drafting letters.
- Completing administrative tasks as required.

SKILLS

Leadership skills:

- Assisted in training new staff in Revenue
- Trained new employees in OK Consultancy’s legal department
- Elected Head Peer Mentor for Law 19/20
- Elected Class Rep for 2nd Year Law 18/19
- Elected Peer Mentor for Law 18/19
- DBS Law Society – Committee Member 18/19

IT skills:

- Microsoft Office (Word, PowerPoint, Excel, Outlook, Publisher)
- Adobe Pro
- Practice Evolve
- Slack
- HubSpot

Additional Skills:

- Communication
- Organisation
- Legal research
- Decision-making
- Problem-solving
- Analytical skills
- Teamwork

REFERENCES

Available on request.