

Dominique Chiaverini - Experienced Paralegal and Legal Researcher

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Located: Aylmerton, New South Wales, 2575

Summary

Experienced paralegal skilled in legal administration, document drafting, and high-level stakeholder communication. I am committed to prioritisation and accuracy in my work. I am able to meet time-critical deadlines in fast-paced and pressured team environments. Seeking opportunities in both administration roles and legal-based positions to expand my experience in freelance legal research and administration.

Career History

Paralegal – Department of Agriculture, Fisheries and Forestry

April 2025 – June 2025

I was contracted by the Department of Agriculture, Fisheries and Forestry as a paralegal to conduct administrative and project work within the Legal Division. I worked within the Litigation Team for their File Digitisation Exercise and the Future Ready Legislation Reform Team on their agriculture levies project.

Key responsibilities

- Digitised and uploaded closed physical case files into the department's legal database for archival and compliance purposes.
- Applied the department's filing conventions and processes to upload documents to ensure compliance with data management protocols, as well as ease of access for future reference.
- Conducted internal correspondence to support effective communication and timely decision-making.
- Conducting legal research using the Department's specialised databases and compiling those findings into Excel spreadsheets for the team to review.

Project Manager - Legal Research for Midwife Alex (Private-Based Holistic Midwifery Service)

November 2024 – February 2025

Midwife Alex engaged me to undertake a research project to ensure compliance with current changes to legislation and policies recently implemented by the Federal Government for midwives.

Key responsibilities:

- Undertaking research to inform Midwife Alex of their legal obligations in relation to compliance and processes due to the recent changes in legislation in the *Health Insurance Act 1973* and the *National Health Act 1953*.
- Delivering high-quality reporting to Midwife Alex to provide their service with accurate and informed information to ensure complete adherence to variations to the legislation.

PLT Internship at Duffy Law Group

December 2023

I completed three weeks of work experience at the Duffly Law Group as a course requirement of my practical legal training at the College of Law.

Key responsibilities:

- Conducted complex legal research for criminal and family law matters.
- Attended court sessions for case matters.
- Prepared legal documents, including input into a complex tender bundle.
- High-level collaboration and communication with experienced law practitioners to deliver high-standard outcomes and deliverables.
- Observed and accurately recorded client interviews.
- Developed skills in communication, legal documentation drafting, and stakeholder liaison.

Paralegal at Janet Coombs Chambers

February 2022 – February 2023

I was engaged by Sarah Carr, a criminal law Barrister in Western Sydney, as a paralegal for a period of 12 months.

Key responsibilities:

- Managed physical and digital case files to guarantee complete records, including the scanning and printing of documents.
- Completed accurate and timely data entry into legal software.
- Conducted legal research into criminal case matters.
- Drafted case chronologies for submission to law practitioners for their review.

McDonald's – Customer Service

October 2016 – February 2017

I was employed by McDonald's, Sutton Forrest, NSW, in a customer service position.

Key responsibilities:

- Completed extensive training in customer service, food handling, cash management, and Work Health and Safety requirements.
- Delivered high-quality service to customers and ensured I was following approved protocols and processes.
- Flexibly responded to team requirements such as covering shifts for absent staff, providing support where required during busy periods, whilst maintaining a positive and helpful attitude.

Education

Bachelor of Laws – Bachelor of Arts, University of Wollongong

Graduated 2023

Graduate Diploma of Legal Practice, College of Law

Graduated 2024

Certificate III in Entrepreneurship and New Business, TAFE NSW

Graduated 2023

Year 12 – Moss Vale High School

Graduated 2016

Key Skills

Problem resolution, flexible working style, communication, teamwork, client engagement, and high-standard administration skills. I am highly proficient in Word, Excel, ActionStep, Mattero, and LEAP.

References

Alexandra Thomson - Founder of Midwife Alex Endorsed Midwife, Registered Nurse, International Certified Lactation Consultant

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0431 617 979

Sarah Kermode – Solicitor

sarahkermode511@hotmail.com

0424 190 311

Sharon Richards – Personal Reference

0419 141 607

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