
Olga McKinney-Smith

m. 0481 243 363
e. olga.mckinney-smith@proximity.com.au

proximity

BACKGROUND

Olga is a highly motivated, recently admitted lawyer with strong organisational, analytical and legal research skills. She effectively manages and adapts to a variety of matters and changing work priorities. Olga is an effective communicator who works collaboratively with colleagues and external stakeholders to achieve organisational goals and objectives.

Olga has studied a diverse range of legal topics including civil litigation and dispute processing, advocacy and client communication, privacy, human rights, administrative law, commerce, employment and migration.

Olga takes great pride in her problem-solving abilities and in producing high quality work on time. These aptitudes resulted in her being awarded an American scholarship in LEAP (Leadership, Excellence and Accelerating Potential) in 2007 to participate as a legal expert in USA Parliament Legislature training conducted in Pskov city (Russia).

ATTRIBUTES AND SKILLS

Legal research skills

Olga has highly effective legal research skills from her studies, previous career and practical legal training, and is proficient in the use of LexisNexis, CCH IntelliConnect, WestLaw, ComLaw and Kluwer Arbitration databases.

While working at the Moscow Industrial Bank, Olga developed in-depth knowledge of various legal and banking software packages to conduct research and due diligence on case files, client data, legal proceedings and determinations. This also enabled her to conduct credit searches, review transaction data and access customer accounts to detect potential money laundering and other illegal activities.

While undertaking practical legal training with the ACT Government Solicitor, Olga undertook research into human milk banking in Australia and evaluated key proposals, such as the Department of Health's Breastfeeding Strategy 2010-2015, to understand current and proposed policy and legislation. Olga produced comprehensive research and findings in this area of law and highlighted potential issues in the absence of regulatory legislation.

Analytical

Olga possesses strong analytical skills and attention to detail as demonstrated by her work with the ACT Government Solicitor. Whilst working in the Civil Litigation Team, she assisted solicitors in medical negligence and personal injury matters. As a member of the Government Law Team, she assisted solicitors with legal research on freedom of information matters and assisted in advising internal and external stakeholders on employment and industrial relations law matters.

While in the Property and Commercial Team, Olga undertook research into complex Crown copyright matters, assisted with property settlements and provided legal advice to internal and external stakeholders on Crown leases.

This involved interpretation of relevant legislation and case law and producing written correspondence and memoranda of advice.

Communication skills

Olga is an effective written and oral communicator. For example, while working at Moscow Industrial Bank she provided general legal and policy advice in both written and verbal form to senior executive and employees on such topics as employment agreements and delegations of authority. Olga understands the importance of presenting advice in a clear and concise manner and the need to ensure that the delivery of information is suitable for the intended audience and purpose.

Olga's work with the ACT Chinese Council Business Council (ACTCBC) also required effective communication skills. Olga was responsible for internal and external correspondence and for drafting organisational policy and procedure documents. Olga also helped develop and draft formal delegations of authority, the company constitution, human resources manual and business and risk management plans.

Whilst working within the ACT Government Solicitor Civil Litigation & Dispute Resolution Team, Olga helped draft workplace documents and briefed Counsel in medical negligence matters. She also handled sensitive legal files and drafted letters of advice and party positions in litigation and mediation papers.

Team work

Olga is courteous and respectful and she works well with others to achieve team goals and outcomes. For example, while performing volunteer work for the Legal Advice Clinic for Small Businesses (LACSB) at ACT Legal Aid, Olga provided legal research to the duty solicitors, participated in client interviews and provided legal advice to the public. Olga also demonstrated initiative by developing a legal information brochure for clients that summarised the advantages and disadvantages of different forms of business structure.

QUALIFICATIONS

Diploma in Law - International Academy of Management of Arkhangelsk (Russia)

Bachelor of Laws - University of Canberra

Master of Laws - University of Canberra

Graduate Diploma in Legal Practice - NSW College of Law

Certificate of Enrolment on the Roll of Lawyers of the Australian Capital Territory.