

OLUSOLADE, BUKOLA HELEN

LL.M, BL, LL.B (Hons) Law

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Plot 2, Federal GRA Ikeja, Lagos, Oyo State

PROFILE

A hardworking, enthusiastic and vision-driven person who is passionate about adding values in an innovative and creative manner. Adaptable and always willing to learn new skills, to efficiently utilize assets to a positive productive environment, through astute observation and engagement of any task assigned.

OBJECTIVE

To acquire the competence in handling projects independently, whilst demonstrating a high level of ethics. I aim to efficiently apply my enthusiasm, professionalism and commitment to social justice in a collaborative, multicultural team environment, with alluring career opportunity, through which I can give value to my employer and the society.

WORK EXPERIENCE

Sep. '19 – Feb. '20

COMPANY SECRETARY

~~Bovenan~~ Nigeria Limited, Abuja, Nigeria

Responsibilities:

- Ensuring compliance with statutory and regulatory requirements.
- Ensuring the implementation of board of directors' decisions.
- Providing legal advice and opinions.
- Maintaining contact with regulatory and external bodies.
- Organizing, preparing and ~~minuting~~ meetings.
- Drafting, reviewing and negotiating contracts.

Mar. '18 – Aug. '19

ASSOCIATE

~~Gudall~~, Abimbola & Co, Abuja, Nigeria

Responsibilities:

- Dispute Resolution and ADR Officer.
- Legal Advisory- Corporate, Business and Private Law.
- Research Officer.
- Client Relations Officer.

Oct. '16- Feb. '18

LEGAL ADVISER / HUMAN RESOURCES MANAGER

~~Aleco~~ Trust Global Limited

Responsibilities:

- Providing legal advice and legal opinions.
- Ensuring compliance with internal and external policies and regulations.
- Assisting in the formulation, drafting and review of company policies, rules and regulations.
- Source for persons to fit vacant positions, screen application documents, conduct interviews and assessment, coordinate onboarding processes.
- Drafting and reviewing legal documents.
- Organize learning and development programs for the body of staff.

Jan.-Sept. 2016

WITNESS SUPPORT OFFICER

Witness Support Unit, Enugu State Ministry of Justice, Enugu, Nigeria

Responsibilities:

- Witness tracking and support.
- Ensuring the safety and performance of witnesses in court.
- Management of volunteer interpreters' database and record keeping system.
- Providing information and advising on court locations, court procedures, court proceedings and role of witnesses.

*References available on request

- Dec. '15 – Oct. '16** **PUPIL STATE COUNSEL**
 Enugu State Ministry of Justice, Enugu, Nigeria
Responsibilities:
- State Representation, Courtroom Assistant, Observation, Administrative Duties.
 - Research, Case Filing and Case Development Tracking, Reviewing Trial Records.
- May– June 2015** **LEGAL EXTERN**
 West Idahosa & Co, Abuja, Nigeria
Responsibilities:
- Observation, Legal Research, Case Law Analysis, Trial Records Review.
- Mar. – May 2015** **LEGAL EXTERN**
 Federal Capital Territory High Court 33, Abuja, Nigeria.
Responsibilities:
- Court Assistance, Observation, Legal Research, Trial Records Review.

EDUCATION

- 2018** **Master of Laws (LL.M)**
Afe Babalola University, Ado-Ekiti, Ekiti State.
- 2015** **Certificate of Call to the Bar/ (BL)**
The Council of Legal Education/ Nigerian Law School, Abuja
- 2014** **Bachelor of Laws (LL.B)**
University of Abuja, Gwagwalada, FCT, Nigeria
- 2007** **West Africa Senior School Certificate**
St. Louis Grammar School Oyo, Ondo State, Nigeria.
- 2001** **First School Leaving Certificate**
All Saints Anglican Nursery and Primary School, Oyo, Ondo State, Nigeria.

CERTIFICATION

- 2020** **Feminism and Social Justice**
University of California, Santa Cruz.
- 2020** **Business Strategy**
University of Illinois at Urbana-Champaign on Coursera.
- 2020** **Managing the Organization: From Organizational Design to Execution**
University of Illinois at Urbana-Champaign on Coursera.
- 2019** **Designing the Organization: From Strategy to Organizational Structure**
University of Illinois at Urbana-Champaign on Coursera.
- 2019** **Applications of Everyday Leadership**
University of Illinois at Urbana-Champaign on Coursera.
- 2019** **Foundations of Everyday Leadership**
University of Illinois at Urbana-Champaign on Coursera.
- 2019** **Certificate of Registry and Secretarial Services**
Abuja Chamber of Commerce and Industry, Dispute Resolution Centre.
- 2018** **Certificate of Associate Membership to the Institute of Chartered Mediators and Conciliators**
Institute of Chartered Mediators and Conciliators (ICMC) Nigeria
- 2018** **Certificate of Completion of Training and Proficiency in ADR.**
Institute of Chartered Mediators and Conciliators (ICMC) Nigeria.

ASSOCIATIONS

- 2019** **Association of ADR Secretaries.**
- 2019** **Young Legal Professionals.**

2019	Legal Development Project.
2018	Attorney-Mediators Association of Nigeria.
2018	Institute of Chartered Mediators and Conciliators.
2017	Lifeline Health Advocates of Nigeria.
2015	Nigerian Bar Association.

HONORS AND AWARDS

2018	Award for Best Graduating Student (Class of '18) <i>School of Post Graduate Studies, Afe Babalola University, Ado-Ekiti, Ekiti State, Nigeria.</i>
2018	Award for Most Outstanding Master Thesis <i>College of Law, Afe Babalola University, Ado-Ekiti, Ekiti State, Nigeria.</i>
2007	Award for Best Art Student (Class of '07) <i>Saint Louis Grammar School, Owo, Ondo State, Nigeria.</i>
2001	Award for Best Female Graduating Student (Class of '01) <i>All Saints Anglican Nursery/Primary School, Owo, Ondo State, Nigeria.</i>

LEADERSHIP EXPERIENCE

- **Secretary General;** Association of Ondo State Students, Nigerian Law School, Abuja Nigeria (2014-2015).
- **Senior Hostel Prefect;** St Louis Grammar School, Owo, Ondo State (2006-2007).
- **Class Representative;** St Louis Grammar School, Owo, Ondo State (2004-2007).
- **Head Girl;** All Saints Anglican Nursery and Primary School, Owo, Ondo State, Nigeria (2000-2001).

PERSONAL SKILLS & COMPETENCIES

- Strong Interpersonal Relations Skills, Resourceful and Dedicated Team Player.
- Excellent Analytical Skills, Good Logical Reasoning with a Positive Working Attitude and Flexibility.
- Knowledge of Substantive Law, Legal Procedure and Legal Research.
- Good Legal Drafting Skills and Report Preparation Skills.
- Excellent Communication and Articulation Skills; Verbal/Spoken, Written and Presentational.
- Organization, Coherence, Meticulous Attention to Detail, Self-Control and Time Management.
- Ethical, Disciplined, Independent, Result and Performance Oriented.

COMPUTER SKILLS

Microsoft office package | Excel | Power Point.

INTERESTS AND ACTIVITIES

Writing | Research | Traveling | Meeting People | Dispute Resolution.