0804-7657-432

sample@gmail.com

3, Ike Street, Ikeja

* Microsoft Excel
* Microsoft PowerPoint
* Microsoft Word
* Critical Thinking
* Good communication skills
* Administrative Skills
* Team Work
* Good Listening Skills

**LLB. (LAW)**

University of Benin, Benin City. 2004- 2009

**CALL RO BAR**

Nigerian Bar Association 2009- 2010

**2013 - 2017**

**LEGAL OFFIECER**

T&D Legal Associates

* Provide legal advice
* Manage the lawyers
* Develop and implement strategies

**LEGAL INTERN**

* Abimbola & Sons Legal Practitioners
* Researching prior legislation
* keeping up with the reams of paperwork generated by law firms

Help lawyers organize paper work

Helping other legal officers with projects

**SENIOR LEGAL OFFICER**

ABC Legal Practitioners, Lagos.

* Oversee /provide training for the Legal Officers and interns.
* Coordinate, oversee and assess the work of externally-based legal monitors.
* Contribute to the relevant Monitoring and Evaluation reporting streams.

**2010 - 2013**

**2017 - Present**

 **EXPERIENCE**

 **PROFILE**

I am a committed legal professional with over 4-years of working experience as a legal secretary.

I am also an administrative expert with years of experience capable of managing organizational goals and environment. I am also a detailed person with strong communication skills.

**LEGAL PRACTITIONER**

**EMMANUEL OTEDOLA**

**EDUCATION**

**PROFESSIONAL SKILLS**

**TECHNICAL SKILLS**

**CONATACT**