

SIMISOLA OLUYEMI ILORI

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EDUCATION

2011-2012	The Nigerian Law School	BL.
2007-2008	University of Surrey	LL.M (Law)(Master of Laws)
2003-2007	University of Hertfordshire	LL.B (Hons) – 2:2
2001-2003	Steyping Grammar School, West Sussex English, R.E & Philosophy, Sociology	A-Levels
1997-2001	Atlantic Hall Secondary School, Lagos 8 Subjects including Maths (B) and English (B)	WAEC & NECO

WORK EXPERIENCE

July 2014 – till Date

Reddolex Legal Practice, Lekki – Solicitor

- Negotiations on behalf of the firm with clients and other professionals to achieve agreed objectives.
- Advising clients on the existing laws and legal issues relating to their case.
- Drafting agreements, letters and contracts tailored to the client's individual needs.
- Conducting research and thorough analyses of documents and legislations to ensure the accuracy of
- Advice and procedure to give to each case.
- Representing the firm at board meetings and conferences.
- Updating clients and their companies with regulatory policies, particularly highlighting any changes and
- Developments in laws and policies that bind them.

April 2014 – June 2014 Office of General Counsel to the Governor of Lagos State – Exec. Assistant

- Drafting and Reviewing of Contracts and Legal documents on behalf of the State Government.
- Reviewing and drafting reports on Government papers.
- Liaison Contact for Counsels from different government departments.
- Planning and logging the General Counsels Diary and Appointments.
- Representing the General Counsel at Summits and Meetings.
- Developing reports on Legislations passed into Law by the Lagos State House of Assembly.

January 2013 – March 2014 Dele Adesina and Co., Opebi, Ikeja – Legal Practitioner

- Filed and served court processes
- Conducting client interviews.
- Conducting legal research and preparing opinions.
- Drafting court processes.
- Filing of legal documents at the registries.
- Writing of correspondences.
- Preparation of legal documents and court processes.
- Meetings with clients to consider amicable settlement of disputes.

April 2012 – June 2012 Jumoke Anifowose & Co., Ikeja, Lagos - Legal Intern

- Interviewing and counselling skills.
- Availability check and registration of Business Names at Corporate Affairs Commission
- Filing of legal documents at the registries.
- Drafting court processes.

Sep 2009 – March 2010 Belmont Thornton, Fulham, London - Senior Administrator

- Collating client information and updating the client database.
- Generating correspondence and responding to complex queries.
- Making outbound phone calls to banks for updates on client's claims status.
- Advising and updating clients on the outcome of their case.
- Escalating unresolved matters to the Financial Ombudsman Service.

July 2009 – Sep 2009 University and College Union, Carlow Street, London – Regional Administrator

- First point of contact for all enquiries.
- Resolving all queries accurately and effectively.
- Providing full Administrative support to Regional Officers.
- Composing all correspondence and posting out.
- Preparing Excel spreadsheets.
- Arranging meetings.
- Diary Management.

Jan 2009 – June 2009 Abraham George and Associates, Camden Town, London - Paralegal

- Providing full administrative support to team of Solicitors.
- First point of contact for all existing clients' queries regarding cases.
- Processing client's case instructions.
- Maintaining electronic and manual filing.
- Case management.
- Preparing court bundles, researching current case law and creating skeleton arguments.
- Attending tribunals and court hearings.
- Holding pre-hearing conferences with clients.

Oct 2008 – Dec 2008 University of Surrey, Guildford, Surrey - Administrator

- Providing extensive administrative support to team
- Word-processing, data-entry, filing, photocopying
- Dealing with correspondence and distribution of post and faxes
- Answering the telephone, taking messages and referring callers as appropriate
- Exercising own judgement and initiative to build upon existing working practices and to identify new

KEY SKILLS

- Efficient in carrying out corporate transactions such as; incorporating companies/businesses, post incorporation transactions and conducting corporate searches.
- Practical knowledge of drafting legal opinions, legal letters, search reports and court processes.
- Excellent communication and interpersonal skills.
- Ability to work independently and as a team.
- Excellent organizational and time management skills.
- Ability to analyze issues and render appropriate advice.
- Competent in the use of Microsoft Office applications such as Microsoft Word, Excel and PowerPoint.
- Ability to conduct legal research both online and through paper based sources.
- Keeping all client matters Strictly Confidential
- Ability to carry out Legal and General Office administrative duties.

PROFESSIONAL MEMBERSHIP(S)

- Nigerian Bar Association
- Associate at Chartered Institute of Arbitrators UK (Nigerian Branch)

HOBBIES AND INTERESTS

I enjoy music of different genres and like to spend time with family, friends and meeting new people. I also enjoy travelling, learning about and experiencing other cultures.

REFERENCES AND OTHER DOCUMENTS ARE AVAILABLE UPON REQUEST