

BERNICE OFUNRE ASEIN

Legal Practitioner

Contact

Address

Lagos State., LAGOS

Phone

09052628465

E-mail

berniceasein@gmail.com

Skills

Microsoft Word, Outlook,
Excel and PowerPoint.

Creative spirit.

Reliable and professional.

CoMMunication skills

Legal Drafting

ProbleM solving skills

Research

TeaM player

TiMe ManageMent

An enthusiastic, reliable and hard-working LLB graduate Ambrose Alli University, called to the Nigerian Bar, looking for opportunities to increase skills set and knowledge in practice of law.

My core areas of interests are but not limited to Corporate/commercial law, Corporate Secretarial, Compliance and Advisory and Securities Law.

I am able to work on my own initiative or within teams to attain complex business objectives within stringent deadline.

I am an enthusiastic legal officer eager to contribute to team success through hard work, attention to detail and excellent organizational skills.

Work History

2020-01 -

Current

Legal Associate

KUNLE OGUNBA & ASSOCIATES, IKOYI, LAGOS

- Team Member, Litigation Department: shadowing associates and senior counsel in highly contentious litigation, appearing in non-contentious cases and the drafting of skeletal court processes and documents for eventual filing in court.
- Team Member, Asset Management Department: Actively involved in the day to day Management of Downstream petroleum assets {tank farm and Jetty} in receivership.
- Liaising with clients and providing prompt updates on the status of the execution of clients' instructions to the firm.
- Time Management Team player - Working in a team is one of My strengths but I am also able to work alone effectively if needed.
- Reviewing and interpreting Agreements and giving legal opinions on issues.
- Created highly researched and articulate legal paperwork such as pleadings, contracts and briefs.
- Examined, researched and interpreted laws pertaining to insolvency practise.
- Assisted with client interviews and took meticulous notes for inclusion in reports.
- Compiled documentation, ensuring accuracy and detail for legal briefs, responses to opposing counsel, motions to court and trial exhibits.

- Researched statutes, decisions, legal articles and codes.
- Organized key evidence exhibits to prepare for trials.

2019-05 -
2019-07

LEGAL EXTERN

AYOOLA JULIUS & CO., , AKOKA, LAGOS

- Weekly presentation on legal issues to aid development of presentation and communication skills.
- Attending weekly Meetings.
- Weekly court attachment with experienced lawyers so as to experience the various courts and identify several jurisdictions.
- Extensive research and case analysis.
- Attending client Meetings and taking Minutes of the Meeting
- Cooperated with legal teams to create performance documents for curative action planning.
- Coordinated trial exhibits by organizing materials, writing documentation.
- Researched state statutes, decisions, legal articles, laws and documents.

2019-04 -
2019-05

Legal Intern

HIGH COURT OF LAGOS STATE, LANDS DIVISION, Lagos Island, Lagos

- Gained valuable insight into regulations and policies associated with Land law.
- Attended depositions and court proceedings and prepared summaries on cases.
- Attended court sessions to record all proceedings of evidence, objections, rulings and arguments.
- Effectively noted particular rulings, comments and data as requested.
- Outlined specific information and notes on court proceedings.
- Conducted legal research and conferred with colleagues with subject matter expertise to develop strategies and arguments in preparation for presentation of cases.

2018-06 -

SECRETARY

- 2018-08 *MARABE CONSULTING*
- 2018.
 - Scheduling regular meetings and decisions and assigning various tasks.
 - Documents preparation with outstanding written and verbal communication and corresponded with clients through email, telephone or postal mail.
 - Typing of documents.
- 2017-06 -
2017-08 **Legal Intern**
ANDREW EWALEIFOH & ASSOCIATE, BENIN, EDO STATE.
- Extensive research and analyzing cases.
 - Typing of documents.
 - Assisting with preparation for trials, hearings and dispositions.
 - Working under the supervision of experienced lawyers.
 - Organized legal filing system to maximize efficiency.
 - Attended depositions and court proceedings and prepared summaries on cases.
 - Reviewed legal information and proofed documentation for errors.
 - Gained valuable insight into regulations and policies associated with Real Estate law.
 - Took part in meetings both internal and at clients' locations.

Education

- 2018-11 - **B.L: B.L**
2019-11 *NIGERIAN LAW SCHOOL, Second Class Upper (2:1) - Lagos*
- 2013-10 - **LLB**
2018-07 *AMBROSE ALLI UNIVERSITY - Second Class Lower(2:2) - EDO STATE*
- 2007-09 - **WASSCE**
2013-07 *EMERALD COLLEGE - LAGOS*

Affiliations

- THE INSTITUTE OF CHARTERED MEDIATORS AND CONCILIATORS (AICMC) – 2019
- INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS-IN VIEW (JUNE 2021)
- INTERNATIONAL LAW ASSOCIATION
- LEGALLY ENGAGED ACADEMY: SHADES OF BLACK AND WHITE- CORPORATE, COMMERCIAL AND GENERAL PRACTICE JULY-AUG 2020
- WORLD INTELLECTUAL PROPERTY ORGANIZATION (WIPO) ACADEMY -GENERAL COURSE ON INTELLECTUAL PROPERTY OCT-DEC,2019
- MEMBER OF THE LAW CLINIC OPERATION UNDER NULEI
- VOLUNTEER-Woman at Risk int'l Foundation (WARIF)