

DAMILOLA OLUDUMILA ISRAEL

16, Shodimu Street, Somolu -Lagos.

Phone: +2348168868476, +2349027519972

Email: Oludamilolaisrael@gmail.com

LinkedIn: linkedin.com/in/oludumila-damilola

OBJECTIVE

My utmost Objective has been to keep growing, get better, get productive and most of all, be a good example to the community at large. Self-Motivated and performance -driven individual with passion for the legal profession, ability to work in a fast paced environments utilizing ability to perform legal functions to support the organization.

<u>SKILLS & ABILITIES</u> <ul style="list-style-type: none">• Oral Communication. ...• Written Communication.• Teamwork & Responsiveness• Drafting Skills• Client Service. ...• Analytical and Logical Reasoning.• Well organized• Writing reports• Microsoft Office Packages	<ul style="list-style-type: none">• Negotiation• Legal Research. ...• Technology. ...• Knowledge of Substantive Law and Legal Procedure. ...• Time Management.• Organization• Attention to details• Collating information• Use of Internet
<u>LANGUAGE SKILLS</u> <ul style="list-style-type: none">• Fluent in written and spoken English• Conversational ability in Yoruba	

EXPERIENCE

LEGAL ASSOCIATE, RESOLUTION LAW FIRM

Duties

- Appearing in courts in both civil and criminal litigations
- Responsible for pleadings drafting, contract reviews ad drafts, litigation works, divorce proceedings, recovery of possession, recovery of debts, court filings and legal advises to clients,
- Conducting searches at Corporate Affairs Commission, Land registries and court registries..
- Setting up meetings with clients, attending meetings on behalf of the firm
- Preparing clients for depositions.

August

2020 –

Till date

LEGAL ASSOCIATE, ESQUIRE @ LEX

Duties

- Appearing in court for civil and criminal suits.
- Responsible for legal drafting, contract reviews, litigation works, divorce proceedings, recovery of possession, recovery of debts, court filings and legal advises to clients,
- Conducting searches at Corporate Affairs Commission, Land registries and court registries.
- Assisted senior lawyers with trial preparation and legal research.
- Filing of Processes in court
- Setting up meetings with clients, attending meetings on behalf of the firm
- Preparing clients for depositions.

*Jan 2020 –
June 2020*

LEGAL ASSOCIATE, AWOKOYA, AWOKOYA & CO.

Duties

- Handled legal drafting, contract reviews, litigation works, filing processes and legal advises to clients,
- Conducting searches at registries.
- Setting up meetings with clients, attending meetings on behalf of the firm
- Preparing clients for depositions.
- Conversant with basic law and procedures to prepare cause papers relating to legal proceedings.
- Assisted senior lawyers with trial preparation and legal research.
- Organising and engaging the law interns and externs

*Oct 2018 -
Nov 2019*

LEGAL EXTERN, W.K. SHITTU & CO, LEGAL PRACTITIONERS AND SOLICITORS

Duties

- Tasked with studying case files and procuring solutions to legal matters, also drafting, filing processes and contracts reviews.
- The leader of the fellow externs in the firm, organizing the externs and serving as a bridge between the externs and the firm.
- Deliver and serve court processes and letters to third parties on behalf of the firm.

*June 2018
- July
2018*

LEGAL EXTERN, HIGH COURT OF LAGOS STATE, IKEJA JUDICIAL DIVISION

Duties

- Paying apt attention to counsels arguing their respective cases
- Study the procedures in which trials are conducted
- Learn the basic court room etiquette
- Work hand in hand with the registrar to study some case files

*April 2018
– June
2018*

LEGAL INTERN, W.K. SHITTU & CO, LEGAL PRACTITIONERS & SOLICITORS

Duties

- My duties included studying cases, files arrangements, legal drafting.
- Readily available for assisting the senior associates.

*June 2016
- Sept
2016*

ASSOCIATE, NOBLE REALTORS, ESTATE AGENTS AND SOLICITORS

Duties

- Duties included drafting letters to clients, inspecting houses, marketing houses for rent and sale.

*Jan 2012 -
July 2013*

EDUCATION

NATIONAL YOUTH SERVICE CORP (NYSC)

Oct 2018 – Oct 2019

BL, Lagos, Nigerian Law School,

Nov 2017 - Aug 2018

LLB, Lagos, University of Lagos, Akoka

Aug 2013 - July 2017

SSCE, Lagos, Bachel Model College,

Sept 2007 - May 2013

PSLC, Lagos, Darman Model College

Sept 2000 - May 2006

LEADERSHIP

Former Head Boy

Former Time Keeper

Former Head of Externs

INTERESTS

Researching, intellectual discussions, Soccer, Art (drawing & painting), Photography, Driving, Cooking and Music,

MEMBERSHIP

Nigerian Bar Association (NBA)