

# KALEJAIYE ANUOLUWAPO

+234 805 479 9482 | kalejayeanu@gmail.com

Lagos State, Nigeria

## PROFILE SUMMARY

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Recent Masters graduate whose core interest is in financial law, regulation and governance — with a comprehensive command of legal, legal research, office administrative, and clerical support functions. A multi-talented facilitator, writer, researcher, and project manager skilled at supporting legal proceedings with extensive research. Adept at collaborating with a diverse range of personnel including C-Level executives and looking to leverage my skills and broaden knowledge and experience in Law.

## EDUCATION

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- **Master of Laws (LLM) in International Financial Law (Distinction)** – University of Sussex, United Kingdom **2020**
- **Bachelor of Laws (BL)** – Nigerian Law School (NLS) **2017**
- **Bachelor of Laws (LL.B)** – Obafemi Awolowo University, Nigeria **2016**

## CERTIFICATION

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- **Certificate Course in Effective Project Management with Simulation** – Phillips Consulting **2018**
- **Certificate of Achievement (Advocacy)** – Philanthropy U/Berkeley Haas **2018**
- **Certificate Course in Basic Leadership** – Daystar Leadership Academy **2014**

## SKILLS/ AREAS OF EXPERTISE

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- International Financial Law, Regulation and Governance
- Reasearch Writing
- Research
- Documentation & Records Management
- Client Relations
- Legal Research
- Case Management
- Microsoft Office
- Complex Problem Solving
- Office Support / Administration
- Legal Compliance

## EXPERIENCE

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### Administrative Officer

RCCG, Dayspring Parish, Lagos state

**Apr. – Aug. 2019**

- Provided oversight and direction to the employees and workers in accordance with the institute's policies and procedures.
- Established and maintained relevant controls and feedback systems to monitor the operations of various units.
- Prepared project reports by collecting, analyzing, and summarizing operational data and trends.
- Managed project cycles, including system troubleshooting and maintaining project records, files and databases.
- Monitored classified and unclassified internal & external communications and ensured completion of appropriate action.
- Reviewed communications for conformance with policies, correspondence, or negotiation agreement formats.
- Maintained records and files, and arranged for disposition or storage for records retention

### Trainee Associate

Wole Olanipekun (SAN) & Co., Lagos State

**Jan. – Nov. 2018**

- Managed a range of confidential records, processes and documents throughout legal proceedings.
- Prepared and drafted legal documents for use by Principal; brainstorming sessions.
- Conducted legal research on variety of issues.
- Researched and drafted motions and memorandums of law on a variety of civil litigation matters.
- Responsible for the assessment and supervision of all the interns and externs.

### Writer / Contributor

Woman like the Wind ([www.womanlikethewind.com](http://www.womanlikethewind.com))

**Apr. – Dec. 2016**

- Wrote, edited and proofread all published articles centered on women and leadership on the lifestyle section of the site.
- Utilised creative design skills to touch up the look and feel of the blog section.
- Conducted on-going research and compiled findings in an organised manner for reference.

#### **Editor-In-Chief**

A World of Memoirs ([www.memorypages.wordpress.com](http://www.memorypages.wordpress.com))  
Dindindara.com

**Sept. 2013 – Oct. 2019**  
**Nov. 2012 – Aug. 2013**

- Organically generated an average monthly reach of 5,000 through social media mentions and direct marketing.
- Coordinated cross-functional teams including media, creative, interactive production, and business development.
- Responsible for selection, content and placement of all stories and photos, plus copy-editing and rewriting.

#### **VOLUNTEER**

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| • <b>Head of Philanthropy Sub-Group</b> – NYSC Legal Aid Community Development Group, Lagos state      | <b>2018</b>        |
| • <b>Head, Protocol &amp; Welfare</b> – Christ Love Fellowship, Obafemi Awolowo University, Osun state | <b>2015 / 2016</b> |
| • <b>Secretary</b> – Christ Love Fellowship, Obafemi Awolowo University, Osun state                    | <b>2014 / 2015</b> |

#### **AWARDS**

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| • <b>Best Performing Student International Financial Law</b> – University of Sussex, United Kingdom | <b>2020</b> |
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