

IHUNANYA ESTHER OKONKWO

PLOT 35, ROAD D, UNILAG/MUSEUM ESTATE, GINTI, IKORODU, LAGOS

ihunanyaokonkwo@yahoo.com/ 08066096885, 07081650345

PROFESSIONAL SUMMARY

I am an effective individual, well-versed in drafting legal documents, client relationship building, conducting comprehensive research and supporting attorneys throughout all phases and litigation procedures. I am excited to gain a better understanding of corporate law through a rewarding position in your organisation.

EDUCATION

Institute of Chartered Secretaries and Administrators (January 2020-Current)
Member: In view

Nigerian Law School **Victoria Island, Lagos** (November 2018-August 2019)
B.L.-First Class

Osun State University **Osogbo, Osun** (September 2013- August 2018)
Bachelor of Laws (LL. B)

- Graduated with a 2.1.
- Graduated with 4.3 GPA.
- Elected to Financial Secretary for Yusuf Ali Liberty Chambers in 2015/2016 session.
- Elected to Financial Secretary for Law Student's Society in 2016/2017 session.
- Active member of the Law Students Debate Society.
- Rendered aid to indigent accused persons by participating in the Legal Aid Clinic.

Babington Macaulay Junior Seminary **Ikorodu, Lagos** (September 2006-July 2012)
West African Senior Secondary Certificate

CORE COMPETENCES

- Corporate law
- Equity acquisition
- Asset acquisition
- Company secretarial services
- Property law
- Commercial law

SKILLS

- Ability to convey information in a clear, concise, and logical manner.
- Apt knowledge in word processing, presentation, time and billing, legal research software and internet research.
- Ability to research legal concepts, case law, judicial opinions, statutes, regulations and other information.
- Analytical and logical reasoning involving reviewing complex written documents, drawing inferences, and making connections among legal authorities.
- Time management, organization and teamwork.

WORK EXPERIENCE

AO Legal **Victoria Island, Lagos** (January 2020- Current)
Associate

- Reviewed contracts and client agreements.
- Rendered legal advice to clients.
- Published articles on the firm's website.
- Prepared legal documentation and agreements for clients.

Lanre Adedipe & Co **Ikorodu, Lagos** (May 2019-July 2019)
Legal Extern

- Conferred with clients and other involved parties to gather and track case information.
- Assisted with business transactions and ensuring that deals and arrangements are valid and legal.
- Due diligence.

Okwudili Okonkwo & Co **Ikeja, Lagos** (August 2016- October 2016)
Legal Intern

- Reviewed legal information and proof read documentation.
- Organized legal filing system to maximize efficiency.
- Due diligence.

His Grace Partners **Abule-Egba, Lagos** (August 2015-October 2015)
Legal Intern

- Delivered expert clerical support to internal staff and management by efficiently handling wide range of routine and special requirements.
- Reviewing contracts and client agreements.
- Due diligence.

REFEREES available on request.