

JENNIFER E. CHINABU



CONTACT

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 902101 Wuye, Abuja

EDUCATION

BACHELOR'S DEGREE
Law
University of Derby, United Kingdom
2012 — 2015

LANGUAGES

ENGLISH
Level – First Language

SPANISH
Level – A1

IGBO
Level – Mother Tongue

PROFILE

Organized and hard-working employee looking to take advantage of my skills, both in sales and as a legal assistant in creating and revising legal documents including dispositions and court filings. Experienced in maintaining office and filing records by applying excellent organizational and office management skills daily. A strong team player that maintains working relationships with co-workers, supervisors and clients.

WORK EXPERIENCE

SALES CONSULTANT, TEAM PLAYER

Black Pelican – Abuja, Nigeria | 2018

Top international interior solutions company focusing on sanitary fittings, kitchen, tiles and other interior fittings. Working in the Sales department, my responsibilities included:

- Scouting for viable projects and created detailed pitch for clients.
- Assisted in the development and growth of the company's social media platform.
- Prepared weekly audits, schedules and report for sales operations.
- Utilize data reports and metrics to ensure efficiency and delivery of results

NYSC COPRS MEMBER, LEGAL INTERN

Nigeria Social Insurance Trust Fund – Abuja, Nigeria | 2017

A government funded Employees' Compensation Scheme parastatal.

Tasks included:

- Performing research for relevant cases presented to the legal department within NSITF.
- Creating highly researched and articulate legal paperwork such as pleadings, contracts and briefs.
- Reviewed and analyzed government and judicial structures, as well as arbitration concepts and negotiation techniques.
- Collaborating with the procurement team in office supplies purchase agreement, budgets and bids for the Fund.
- Continually serving as a helpful and enthusiastic assistant with a proven record of doing work in a timely and professional manner

VOLUNTEER LEGAL ADVISOR/ADVOCATE

Citizens Advice Bureau – Birmingham, United Kingdom | 2015 - 2016

An independent organization offering free legal advice to assist people with legal, debt, consumer, housing and other problems in the United Kingdom.

Tasks included:

- Using excellent communication skills to ascertain client needs and to extract all relevant information.
- Explaining complex legal information to clients in a comprehensive manner to ensure understanding.
- Agreeing the appropriate level of service, considering the client's abilities, the complexity of the cases and the bureau's resources.
- Writing appeal letters "Mandatory Reconsideration Letter" (if necessary).
- Completing clear and accurate case records.

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SKILLS

| Professional

- | Ability to develop and build strong client relationships at a Senior level
- | Excellent oral and written communication skills
- | Strong organizational and interpersonal skills
- | Strong problem solving and analytical skills
- | Excellent people development skills
- | Accurate numerical reasoning, with good understanding of numeric models
- | Good negotiation skills
- | Creative, innovative with good judgement and a practical understanding of clients/sales dynamics
- | Ability to present to senior clients in a sales environment
- | Previous customer service experience

STUDENT AMBASSAOR

University of Derby – Derby, United Kingdom | 2013 — 2015

An ambitious and modern university in England, The university is known for its high quality real-world learning experience.

Tasks included:

- Representing the university on open days engaging with potential students and parents.
- Leading campus and accommodation tours to ensure every detail was given.
- Presenting in lecture halls, telling the potentials about my course and university experiences as an international student.
- Communicating effectively with students from diverse backgrounds.
- Advising graduates regarding educational and professional goals.

THE UNIVERSITY OF DERBY



THIS IS TO CERTIFY THAT
BY ORDER OF THE ACADEMIC BOARD

JENNIFER EBERE CHINABU

has been awarded the Degree of

Bachelor of Laws

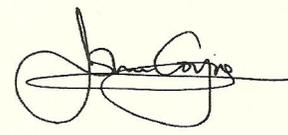
SECOND CLASS HONOURS (2nd Division)

having satisfied the examiners for
an approved scheme of study and practice.

June 2015

*The academic achievement relative to this award certificate
is detailed on a separate transcript*


Registrar


Vice-Chancellor

