

# LORETTA OBIANUJU IZUKA

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## PROFESSIONAL SUMMARY

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I am a legal professional with over 3 years' experience in drafting legal documentation, reviewing, and negotiating contractual agreements. Strong analytical skills and work ethic. I have worked with organizations to facilitate the enforcement of policies and procedures that ensure business operations are performed in compliance with regulations and advised on the implications of non-compliance. I am committed to learning, personal, and professional growth.

## EDUCATION

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### UNIVERSITY OF COLORADO

*Master of Law (LL.M.), Intellectual Property Law and Technology Law*

Boulder, Colorado

May 2020

### NIGERIAN LAW SCHOOL

*Qualifying Certificate – Barrister at Law (B.L)*

Abuja, Nigeria

Dec 2017

### UNIVERSITY OF IBADAN

*Bachelor of Law (LL.B.), equivalent to J.D.*

Ibadan, Nigeria

Dec 2015

## EXPERIENCE

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### SALVI & MAHER LLC.

*An Illinois State-based law firm with offices in Chicagoland that specializes in all areas of personal injury law firm, providing clients with the best possible legal solutions.*

Waukegan, Illinois  
Apr 2021 – June 2022

#### **Litigation Paralegal**

- Drafted and executed legal documents, correspondence, and pleadings from case initiation complaint, amended complaints, Summons, Discovery and Responses to Discovery requests and Post trial maintenance including closing files, settlement agreements and client disengagement letters.
- Conducted and conferred with clients and other involved third parties to gather and track over 50 case information.
- Led pre-litigation investigation, background search and legal research for over 50 client cases, reviewed and analyzed research findings and ensured efficient documentation.
- Coordinated client counselling on relevant civil issues and advised clients on the best possible legal solutions.

### LEX HILL CITY ADVOCATES

*A law firm with expertise in the practice of civil and corporate law situated in Abuja, Nigeria.*

Abuja, Nigeria  
Dec 2018 – Aug 2019

#### **Associate counsel**

- Led a team of four lawyers to oversee and coordinate the establishment of a new law office in Abuja-facilitated recruitment process for support staff, created and implemented client acquisition strategies which surpassed the target client objective by 150% in the first year.
- Represented clients in legal proceedings at both Federal and State Courts in Nigeria and recorded over 50% success.
- Improved Client counselling and consultation by creating presentation packages for senior management which enhanced comprehension and evaluation of Client needs and enabled effective communication.
- Monitored all operational processes and procedures using a compliance management system to ensure that clients in regulated industries comply with all legal regulations and ethical standards.

### CENTRE FOR LAW ENFORCEMENT EDUCATION (CLEEN FOUNDATION) ABUJA, NIGERIA

*A nonprofit organization that promotes public safety, security, and legislative advocacy in partnership with government, civil society and the private sector.*

Abuja, Nigeria  
Dec. 2017 – Dec. 2018

#### **Monitoring and Evaluation Officer**

- Selected by the State Judiciary to work with the foundation on a project aimed at promoting a human-rights-centered approach to policing through compliance with the newly enacted Administration of Criminal Justice Act (ACJA) and Nigeria Police Act.
- Researched the new Act, the changes and implementing policies, procedures, or other controls necessary to comply with the rules and prepared reports on the adherence to regulatory development.
- Conducted training and provided guidance on rules and regulations relating to the interpretation of internal compliance policies to over 35 key players in the criminal justice sector.
- Implemented regular compliance risk assessments to determine the policies and processes are compliant with the Act.

## **ADDITIONAL INFORMATION**

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- I have exceptional written and oral communication skills, I am detail-oriented and possess excellent analytical skills. Over the years, I have attained high proficiency skills with Microsoft Office. I am adaptable, innovative and committed to my personal and professional growth. In the course of working with other people, I have become a reliable team player with an ability to work independently in a fast-paced environment and with minimal supervision.
- I love to give back to my society and so I always seize an opportunity to participate in a cause I believe in. I was a volunteer tutor at Metro Achievement Center in Chicago, Illinois. The programs are structured to provide individual focus on Hispanic and African American youth, offering after-school and summertime growth opportunities that help students of average academic ability to achieve excellent results.
- Referees available on request.