

DUPE M. ANIEKAN

EXPERIENCE

Mar. - July 2022 **Bus54**

Associate Director, Lekki

- Participated in strategic planning on expansion of the company
- Process Mapping
- Developed procedure/policy on partnership
- Legal Research
- Assisted in requirements gathering and design process in developing the company's website
- Coordinating with the other members of the team to ensure that projects are completed on time
- Scheduling meetings and presentations for senior management
- Developing long-term strategies for the company, including setting goals and creating plans for achieving them

Jan. 17 - Mar. 22 **LIHU Collections**

Public Relations & Social Media Manager, Lekki

- Building and maintaining strong relationship with media and key stakeholders of the business.
- Create, develop, implement and coordinate special events and promotional activities.
- Person-in-Charge to manage all social media platforms for the organization.
- Formulating, developing and implementing multi-level publicity and public relations campaign on local levels.
- Assist in developing, negotiating and managing partnerships for collaboration purposes.

Jan. - Oct. 2016 **Ministry of Justice, Akwa Ibom**

Attorney Intern, Uyo

- Prepared written correspondence for attorneys.
- Attended over 25 depositions and court proceedings; prepared summaries on each case.
- Collected and analyzed various legal documents and forms and negotiated with opposing parties when necessary.
- Represented clients in courts and provided professional legal advice and recommendations to them.
- Produced contracts and agreements and stayed up to date with current laws and regulations.
- Managed, research and supervised multiple office processes and procedures and maintained confidential databases.

COMPETENCES

- ✓ **Oral Communication**
- ✓ **Written Communication**
- ✓ **Client Service**
- ✓ **Analytical and Logical Reasoning**
- ✓ **Legal Research**
- ✓ **Technology skills**
- ✓ **Knowledge of Substantive Law and Legal Procedure**
- ✓ **Team Work**
- ✓ **Negotiation Skills**

CONTACT

- 🏠 Ajah
- ☎ 08032281276
- ✉ Dupefashanu@gmail.com
- 📘 Dupefashanu

Jan. - Feb. 2015 Punuka Attorneys and Solicitors

Pupillage, Wuse-Abuja

- Conducted legal research to develop strategies and arguments in preparation for cases.

Nov. - Dec. 2014 High Court, Federal Capital Territory

Pupillage, Abuja

1-month training period to qualify as a barrister in Nigeria

Aug. - Sept 2014 Magistrate Court

Pupillage, Wuse-Abuja

1-month training period to qualify as a barrister in Nigeria

EDUCATION

2014 - 2015

Law Degree (BL)

Law School Bwari, Abuja
Second Class Honors

2009 - 2014

Law Degree (LLB)

Igbinedion University Okada, Edo State
Second Class Honors

2003 - 2009

High School Certificate

St. Louis Secondary School, Kano
West African Examination Council (WEAC)

SKILLS

Skill group



Skill group

