**IFETOLA (’TOLA) FADEYIBI**

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**JOB TITLE: LEGAL/ADMINISTRATIVE ASSISTANT**

**PROFILE SUMMARY**

An experienced legal and administrative professional skilled in **legal research, contract review, client management,** and **board meeting coordination.** Proficient in **governance policy drafting, file management,** and **administrative support.** Strong **communication, interpersonal skills,** and **collaboration skills** with a **customer-centric** focus. Adept at **multitasking** and maintaining **organizational quality standards.** Proficient in **Microsoft Office Suite** (Word, PowerPoint, Outlook).

**PROFESSIONAL SKILLS**

* Good communication skills in the English Language, with IELT Certification.
* Good due diligence, contract review and administration skills.
* Efficient document /file management skills.
* Conversant with the use of Microsoft office tools & office equipment.
* Proficient office management skills.
* Good team spirit and resolution oriented.
* Can work with minimal supervision.
* Good time management and detailed focus
* Proficient meeting and reporting skills
* Good dispute resolution, analytical skills and multi-tasking.
* Strong relatable interpersonal skills.
* Professionalism, integrity and adaptability.
* Good client/stakeholder management skills.
* Willing to learn and implement new skills
* Experienced in legal writing, research with critical analysis skills (e.g. Westlaw, Lexis)
* Excellent board/meeting management skills
* Willing to learn new applications/skills

**WORK EXPERIENCE**

***Interconnect Clearinghouse Nigeria Limited, Lagos, Nigeria.*** *(May 2022-Aug 2023)*

***Position: Legal/Corporate Secretary***

Primarily provided general legal, board secretarial and administrative support services, with marked improvements in board governance, contract and policy administration.

* Successfully prepared, reviewed and concluded contracts up to execution; obtained onboarding documentation, and managed client meetings, correspondence, and renewals.
* Established a record management/filing system to enable fast retrieval and file tracking particularly for contracts management in line with ISO Certification 9001:2015.
* Successfully coordinated management and board meetings, and filed all statutory periodic returns and processed licensing applications within required timelines without penalties.
* Prepared data protection policies, consumer service policies, etc., and ensured the company successfully completed the data protection audit and staff training.
* Consistently provided administrative support services to the management for client and correspondence management.

***Netzplan Resources Limited, Lagos, Nigeria.*** *(Mar 2020 – Apr 2022)*

***Position:******Corporate Administrative/Legal Operations Officer***

Led the legal and administrative support services to ensure efficient contract and client management, and supervised general administrative duties, along with policy administration.

* Successfully led contract reviews to execution and documentation.
* Performed record management and filed regulatory returns within timelines
* Managed business and client correspondence, staff relations, and staff policies/handbook
* Led and collaborated with management on the preparation of data protection policies and ensured the successful completion of the data compliance audit and timely staff training.

***Meyer Plc., Lagos, Nigeria.***  *(Sep. 2016- Feb. 2020)*

***Position: Legal/Corporate Services Officer***

Supervised legal and administrative support services, shareholders’/stakeholders’ management services, board governance, policy administration, compliance and facilities management.

* Successfully prepared and reviewed contracts, renewals, and documentation promptly.
* Efficiently collated and submitted all statutory returns and reports without penalties.
* Coordinated all board and management meetings, and collated reports/minutes for meetings
* Consistently provided legal and due diligence support to management for dispute resolution, reviewed pleadings, witness statements and successfully reduced the litigation portfolio.
* Supervised corporate communications, events planning and facilities management services.

**EDUCATION**

* ***University of Ottawa, Ontario, Canada (UOttawa)*** *(Sep 2023 – Aug 2024)*

Master of Laws

* ***Obafemi Awolowo University, Nigeria*** *(Completed)*

 Bachelor of Laws (IQAS Certified 2021)

**TRAINING/CERTIFICATIONS**

* ***Canadian Red Cross Certificate***, National Capital First Aid - CPR/AED Level C (Aug 2024)
* ***UOttawa Telfer School of Management Courses***: Change Management *(Summer 2024)* & Managing the Professional Service Firm
* Facilitating Virtual Meetings Training Course, University of Ottawa, Canada (Jan 2024)
* Associate, Institute of Chartered Secretaries and Administrators, Nigeria (ACIS-ICSAN, 2009)

**VOLUNTEER EXPERIENCE**

* ***Bruyère, St. Louis Residence, Ottawa, Ontario*** *(June 2024 to Present)*

*A Seniors Retirement/long term care home:*Assisting senior residents during and after recreational activities, and companionship.

* ***Children's Hospital of Eastern Ontario (CHEO), Ottawa, Ontario*** *(May 2024)*

*Cycle for CHEO Marathon for Child Cancer Research:*Participated as a Route/Rest Stop assistant, coordinated route compliance and distributed refreshments to cyclists.