

# Shakede Dimowo

Ottawa, Canada

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## PROFILE

Highly skilled professional with 4+ years experience as a Legal Administrative Assistant in a fast paced commercial law environment. Proficient in drafting, proofreading, transcription and typing of legal correspondence, preparing reports, scheduling appointments, meetings and travel with a keen attention to detail. Possessing a strong understanding of commercial legal processes, discretion, managing client communications, and coordinating with external parties such as courts and opposing counsel. Skilled in facilitating document management, legal research, and the ability to prioritize tasks effectively. A proactive and adaptable team player while also capable of independently managing tasks, and contributing to the success of commercial legal matters.

## SKILLS SUMMARY

- Legal drafting
- Document management
- Relationship management
- Legal research and analysis
- Transcription
- Cross-functional collaboration
- Strong communication skills
- Law office management
- Calendar management
- Strong organizational skills
- Administrative tasks
- Compliance management
- Strong time management skills
- Strong written and oral communication skills

## RELEVANT EXPERIENCE

### Senior Legal Administrative Assistant, Akena Plus Health

Jan 2020 – Jun 2023

- Streamlined visibility of meeting, travel and personal schedules by initiating the use of a shared calendar which effectively prioritized tasks, availability of professionals, eliminated clashes leading to improved time management.
- Drafted letters, court processes, contracts, agreements, such as, confidentiality and non-disclosure documents with little or no supervision which lead to an increased work-flow and productivity of legal professionals.
- Improved relationship management by integrating multiple channels of communication, i.e., SMS, emails, phone calls, and assigning responsibility for these roles to different individuals in order of priority.
- Collaborated with cross-functional teams to develop harmonized master agreements/contracts resulting in improved work-flow by identifying the commonalities between diverse commercial documents and then developing a template to optimize productivity.
- Transcribed meetings, interviews and court proceedings by typing detailed notes highlighting follow-up actions, assigned responsibilities which resulted in maximised completion rate of tasks and increased client satisfaction.

- Initiated client satisfaction surveys by encouraging completion of feedback forms culminating in improved client satisfaction, increased retention rate, and enhanced referrals.
- Tracked the implementation of budgets through collaborating with process owners, collating data on deliverables, prepared expense reports and followed up on further activities.

### **Legal Administrative Assistant, C2G Consulting**

Oct 2017 – Dec 2019

- Developed master service level agreements (SLA's) for diverse legal agreements by collaborating with cross functional teams to learn and then articulate their expectations.
- Reviewed and streamlined contract terms and conditions (T&C's) to ensure compliance with extant laws, regulations and company policies by ensuring that strict attention was paid to judicial pronouncements, changes in governmental policies, and industry trends reported in law reports, electronic and print news media.
- Conducted legal research to aid case development and litigation by reviewing extant laws, regulations, municipal laws, judicial precedents and articles which greatly improved the success rate of commercial litigations.
- Organized stakeholder engagement meetings, exchanges and events by pro-actively identifying a need, obtaining the consent of legal professionals and facilitators, developing an agenda, securing venues, ensuring attendance of our target audience which increased the synergy between our board members, staff, external counsels and clients.
- Superintended a portfolio of 100+ contracts, by maintaining accurate records, tracking key dates, following up with parties responsible for actionable items, and deliverables to ensure timely execution and renewal culminating in a 90% completion success rate.
- Reviewed and analyzed legal document terms to identify potential risks and opportunities for cost savings.
- Collaborated with cross-functional teams to resolve disputes and mitigate potential legal issues.
- Managed relationships with key stakeholders to guarantee timely execution of agreements and resolve any issues that may arise.
- Coached and mentored 10 interns on best practices in law office administration.
- Improved the inventory process for office consumables by monitoring stocks and setting procurement timelines to eliminate gaps.

### **PROFESSIONAL DEVELOPMENT**

2024: Intercultural Skills Lab, Rotman School of Management, Toronto (ongoing)

2005: Masters in Law (LLM), Obafemi Awolowo University, Ile-Ife.