**Shakede Dimowo**

Ottawa, Canada

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**PROFILE**

Detail-oriented and results-driven contracts manager with over 10+ years of experience in negotiating and administering contracts for various industries with a proven track record of streamlining processes, reducing costs, and mitigating risks. Skilled in drafting legal documents, analyzing contract terms, and assuring compliance with company policies and regulations with a strong bias for leveraging competence, collaboration, relationship building, strategic planning and communication expertise to achieve successful business outcomes.

**WORK EXPERIENCE**

Contracts Manager, Akena Plus Health Jan 2020 – Jun 2023

* Negotiated and drafted contracts with implementing partners, resulting in a 40% increase in profits for the company.
* Reviewed and analyzed contract terms to ensure compliance with legal regulations and company policies.
* Supervised a team of contract specialists to prioritize workload and meet strict deadlines.
* Developed and implemented contract management processes to streamline workflow and improved efficiency by 20%.
* Superintended a portfolio of over 100 contracts, including tracking key dates and deliverables to ensure timely execution.
* Collaborated cross-functionally with human resources, admin, and finance teams to resolve internal and external contract disputes and mitigate risks yielding a 60% reduction in law suits and claims.

Contracts Manager, C2G Consulting Oct 2017 – Dec 2019

* Drafted and negotiated contracts with vendors, guaranteeing favorable terms and conditions for the company which improved profits by 20%.
* Reviewed and analyzed contract terms to identify potential risks and opportunities for cost savings.
* Collaborated with cross-functional teams to resolve contract disputes and mitigate potential legal issues.
* Oversaw a portfolio of 70 contracts, tracking key milestones and deadlines to ensure timely renewal and renegotiation.
* Initiatiated debt recovery on 20 legacy cases resulting in a 80% success rate.
* Managed relationships with key stakeholders to guarantee timely execution of contracts and resolve any issues that may arise.

Litigation Management, Ibadan Electricity Distribution Company Plc. May 2014 – Sept 2017

* Led a team of 20 external attorneys in developing and implementing successful litigation strategies for complex cases, resulting in a 90% success rate in court verdicts saving the company over $10 million in damages annually.
* Negotiated settlements with opposing counsel to avoid costly trials, saving the company over $5 million in legal fees annually.
* Managed a budget of $2 million for litigation expenses, ensuring cost-effective representation and compliance with financial guidelines.
* Oversaw all aspects of litigation process, including discovery, motion practice, and trial preparation, to achieve favorable outcomes for clients.
* Trained and mentored 10 junior litigation managers on best practices in case analysis, risk assessment, and litigation strategy.
* Collaborated with internal stakeholders, including general counsel and executive leadership, to provide regular updates on case progress and developed litigation risk mitigation strategies.

**SKILLS**

* Contract negotiation and drafting
* Risk management
* Stakeholder communication
* Organizational skills
* Attention to detail and accuracy
* Problem solving
* Decision making
* Relationship and resources management
* Legal research expertise
* Case strategy development
* Strong interpersonal skills
* Strong communication skills

**STRENGTHS**

* Legal compliance
* Vendor relationship management
* Communication
* Team leadership
* Negotiation skills
* Legal knowledge
* Relationship building
* Analytical thinking
* Attention to detail

**VOLUNTEERING**

* Shelter Movers Ottawa Nov 2023 – present

Supporting abused and distressed women and children in their relocation needs across the province

* St. Patrick’s Home, Ottawa Dec 2023 – present

Supporting retired seniors in performing daily activities and maintaining all round wellness

* Rotary Club, Barrhaven, Ottawa Chapter Jan – present

Promoting humanitarian services, encouraging high ethical standards in all vocations, and advancing goodwill and peace around the world

**EDUCATIONAL QUALIFICATIONS**

2024: Supply Chain Management, Rotman School of Management, Toronto

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

1999: Barrister-at-Law (B.L), Nigerian Law School, Bwari

1998: Bachelor of Laws (LL.B), University of Benin, Benin City