

OLAMIDE OMOBOLAJI ADESHOYE

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PROFESSIONAL SUMMARY

Result-driven and forward-thinking professional with many years of experience in the legal community and courts. Highly dependable, detail-oriented with exceptional instincts for meeting high expectations and an unwavering commitment to excellence.

HIGHLIGHT OF QUALIFICATIONS

- 5 years' experience as a Judicial Assistant to Judges of the High Court of Lagos State
- 20 years' experience proof reading, editing and perfecting legal documents
- Over 13 years of experience in contract drafting, review and negotiation
- Excellent written and spoken communication skills
- Research and legal analysis skills
- Meetings and stakeholder management skills
- Proficient in the use of Microsoft office (Word, Excel, Outlook)

WORK EXPERIENCE

Legal Adviser, Millennial Legal Service

Feb 2020 to 2023

- Provided legal guidance and support to clients on variety of legal issues
- Guided startups on business formation and contracts
- Drafted, reviewed and negotiated contracts for businesses
- Filed regulatory compliance documents for businesses
- Managed rental agreements and documentation
- Company formation and registration with regulatory bodies

Accomplishments:

- Negotiated a source code ownership dispute and prevented clients from litigation cost
- Took proactive measures to prevent losses by avoiding regulatory fines and contract disputes

Head Legal, Rhino Niger Networks Limited

Jan 2019 To Jan 2020

- Performed huge volume of company secretarial duties (meetings, communication and documents)
- Regularly conducted legal research and analysis to recommend solutions for legal issues with projects
- Prepared, negotiated, and revised several voluminous contracts, with multi-nationals, public and private corporations
- Actively participated in negotiations with political stakeholders and government agencies for the implementation of a massive project for a federal government agency
- Led organization's data protection compliance drive alongside other regulatory compliance needs

Accomplishments:

- Flagged a contract anomaly in an already revised contract that was delivered for execution, saved the company millions of dollars in project value.
- Successfully managed an overwhelming number of contracts within a very short period for a project

Legal Officer & HR Support, Aquaport Limited

March 2016 To Dec 2018

- Key participation in project tenders, collation of documents, drafting and review of project agreement
- Prepared, reviewed and proof read all legal contracts and agreements
- Provided administrative and human resource support to management
- Performed core company secretarial functions
- Managed external solicitors and other project stakeholders

HR Functions:

- Organized knowledge sharing sessions and in-house trainings for all employees
- Conducted interviews for the recruitment of best fits for vacant positions

Accomplishments:

- Achieved perfect score for risk avoidance due to meticulous handling of contracts
- Facilitated a culture of discipline and accountability by developing and administering policies to address unacceptable employee behaviour

Legal Officer & HR Support,

Jan 2014 To Feb 2016

Sifax Logistics & Marine Services Limited, Lagos, Nigeria

- Maintained regulatory compliance with governmental agencies overseeing industry
- Performed same function as with Aquaport Limited above (Sifax Is part owned by Aquaport)
- Provided administrative support to directors

Accomplishment:

- Was part of the team that organized a special purpose vehicle that won a government project

Head Legal, Nikon Properties Limited, Abuja, Nigeria

Feb 2011 – Nov 2012

- Drafted tenancy agreements, facility management agreements, service agreements and property sales agreement
- Provided legal analysis and recommendation to management
- Performed company secretarial duties required for meetings and maintaining corporate records

Judicial Assistant, Lagos State Judiciary (High Court of Lagos State)

Oct 2005 to Jan 2011

- Conducted case by case comprehensive research of relevant laws and judicial precedents to be used in judgments or rulings
- Carried out accurate transcription of recorded court proceedings
- Supervised the daily input of court activities and processes into the Court Automated Information System
- Prepared case by case Pre-Trial Conference Reports prior to the commencement of trial in divorce petitions

Accomplishments:

- Reduced the workload of a High Court Justice and made judgment writing more efficient
- Was recommended to re-train two under-performing Judicial Assistants

Junior Counsel, Olumuyiwa Sotuminu & Co. Lagos, Nigeria

Nov 2004 to Sept 2005

- Performed company incorporation and post incorporation activities
- Registered trademarks and patents
- Prepared and revised legal documents including litigation case files and court processes

- Prepared minutes of meetings

National Youth Service Corp, Teacher
Community Secondary School, Enugu, Nigeria

Sept 2003 to Sept 2004

- Taught English language and government studies in one junior and five senior classes

Accomplishment:

- Mentored and sponsored indigent students to write external exams
- Motivated children who had given up on school for farming to pick up their books

Community & Volunteer Work

- Organized a mobile library that supplied free story books to neighborhood children every Saturday
- Taught and mentored in a close unit i.e over 975 teenagers in 13 years of volunteering as a teens teacher
- Taught bible and moral lessons to a small group of three families as their House Fellowship Leader for 8 years

CORE SKILLS

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|------------------------------|-----------------------------|----------------------------------|
| - Contract drafting & review | - Proof reading | - Critical thinking and analysis |
| - Company secretarial | - Research | - Problem solving |
| - Corporate governance | - Written communication | - Persuasive communication |
| - Regulatory Compliance | - Organization & Leadership | - Time management |
| - Data protection compliance | - HR management | - Attention to details |
| - Teaching | - Project coordination | - Report writing |

EDUCATION

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| - National Committee on Accreditation: Federal Law Society of Canada certification | 2023 |
| - Barrister at Law, Nigerian Law School, Enugu, Nigeria | 2003 |
| - Bachelor of Law, Lagos State University, Lagos, Nigeria | 2001 |

PROFESSIONAL ORGANISATIONS & CERTIFICATIONS

- Member, Nigerian Bar Association 2003
- Associate, Nigerian Institute of Chartered Arbitrators (Formerly Chartered Institute of Arbitrators, Nigeria) 2011
- Associate, Institute of Chartered Secretaries of Nigeria 2017

REFEREES

Available on request