

Taofikat Odunuga

[linkedin.com/in/ajibola-odunuga-0b1a6799](https://www.linkedin.com/in/ajibola-odunuga-0b1a6799)

PROFILE

Internationally trained law student licensed to practice in Nigeria with 10+ years' experience in commercial litigation, legal compliance, advisory, research, corporate finance, contract review and management, customer service, and stakeholder management. Adept at troubleshooting and employing critical thinking and problem-solving skills with tact and diplomacy. Currently enrolled in the Foundation Modules of Practice Readiness Education Program (PREP) through CPLED.

EDUCATION

Practice Readiness Education Program (PREP) , CPLED	Jun. 2023 – Present
NCA Certificate of Qualifications (CQ) , Federation of Law Societies of Canada	Apr. 2023
GDPR Data Protection Officer Skills , University of Derby Online Learning	2022
Master of Laws , University of Lagos, Nigeria	2018
Call to Bar Certificate , Nigerian Law School, Abuja	2013
Bachelor of Laws (LL.B.) , Lagos State University	2012

LEGAL WORK EXPERIENCE

Legal Aid Alberta, Edmonton, Canada Oct. 2022 — Present

Contact Centre Intake Officer

Perform client intake and triage, conducting client interviews to determine eligibility for Legal Aid Alberta Services and reporting to the Manager, Client Intake Services.

- Help clients access legal services and refer to appropriate legal team, as per internal process.
- Assign legal counsel to clients based on established rules and standards.
- Assist clients with their repayment options.
- Develop service skills through quality assurance feedback and contact-centre monitoring.
- Contribute ideas to further improve Legal Aid Alberta services.
- Ensure privacy of clients and deal with sensitive data appropriately.
- Enter data, perform record keeping and answer a high volume of incoming calls.

First City Monument Bank (FCMB), Lagos, Nigeria May 2021 — Apr. 2022

Contract Specialist

Provided transaction services, contract review and management services, valuations and corporate finance, restructuring and infrastructure advisory for the Bank.

- Provided legal advisory and transaction services to corporate and business units.
- Reviewed and advised business units on syndicated lending, stages of budgeting, financing, procurement and all regulatory matters.
- Established and implemented corporate policy, procedures, and programs to enhance workflow and ensure compliance with operational policies, rules, regulations, and governance.
- Prioritized and monitored the various components of the legal and financial transactions.
- Communicated contract information to management and other stakeholders.
- Prepared, structured, negotiated, drafted, reviewed, and executed complex commercial contracts, contract management, and various agreements and legal documents.
- Revised all software license, SaaS, professional service and non-disclosure agreements, statements of work, order forms, and evaluation/trial license and reseller agreements.
- Conducted, documented, analyzed, reported on and otherwise oversaw due diligence for transactions including title, corporate and ancillary searches, and off-title enquiries.

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Probitas Partners LLP, Lagos, Nigeria

Sep. 2018 — May 2022

Senior Associate

Representation of clients at both trial and appellate courts, litigation, file and client management and provision of advisory services.

- Drafted and prepared pleadings, arguments, submissions, briefs of arguments, motions for use at both trial and appellate courts.
- Prepared agreements of purchase and sale, credit facility and loan commitments, contracts, agreements, leases, opinions, applications, requisitions on title and responses to requisitions.
- Interfaced with clients, legal teams, opposing counsel and court officers.
- Problem-solved family, divorce and immigration law, and transactional matters such as title.
- Advised clients on business start-ups, transactions, claims, liability and regulatory compliance.
- Advised and undertook procurement of expatriate quota for foreigners in Nigerian employ.
- Advised power and renewable energy firm collaborating with Ondo State Government on investing in an independent Nigerian power project, including drafting transaction documents.
- Conducted legal due diligence and tax health checks for corporate clients.
- Monitored changes in relevant legislation and the regulatory environment as well as taking appropriate action in conjunction with management and legal company secretaries.

Previous Roles:

- **Junior Associate**, O&O Legal Practitioners, Lagos, Nigeria Jan. 2014 — Sep. 2018
- **Legal Intern**, Bola Ajibola & Co Apr. 2013 — Jun. 2013

OTHER WORK EXPERIENCE

Concentrix, Edmonton, Canada

May 2022 — Oct. 2022

Technical Sales Advisor

Provided technical customer service support through advanced remote troubleshooting assistance on inbound calls to business and individual customers of a telecommunications client, part of which includes invasive testing of all client-provided products and services.

- Escalated and de-escalated client requests in line with protocol, making certain that all resolution pathways were explored.
- Performed client verifications and managed information associated with customer accounts.
- Formulated best-option responses and confirmed changes made to resolve customer problems.
- Used data entry skills and input service authorization tools, forms and processes.
- Created follow-up procedures, making outbound calls, to guarantee customer satisfaction.
- Advised project managers on simultaneous technical workstreams to support business goal alignment.
- Acted as Subject Matter Expert (SME) for teammates and the client, allowing for tailored and strategic handling of client-related requests.

INTERESTS

Enjoy reading fiction and non-fiction books and working on crossword puzzles, word hunt puzzles, travelling, hiking, and playing tennis.