

MISTURAH OSHODI

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PROFILE

I am an internationally trained law student with over 5 years of professional experience, actively seeking an articling position to leverage a solid foundation in legal research, writing, and case analysis. I am a highly organized, versatile, and detail-oriented individual and possess excellent communication and interpersonal skills. I am adept at navigating complex legal issues, drafting legal documents, and providing strategic support to legal teams. I have proven ability to conduct thorough legal research, summarize case law, and contribute effectively to case strategy discussions. I am eager to apply academic knowledge and passion for justice in a dynamic legal environment to contribute to the success of a reputable law firm or organization.

SKILLS AND COMPETENCES

- Exceptional attention to detail.
- Ability to prioritize workload in a fast-paced environment.
- Strong multi-tasking abilities.
- Planning, time management, organizational, project management, and critical thinking skills.
- Highly dependable and punctual and available to work hours that align with the needs of the firm.
- Exceptional interpersonal skills.
- Excellent written and verbal communication, listening, and customer service skills.
- Ability to establish and maintain positive working relationships with others both internally and externally - friendly and professional demeanour.
- Solid collaborator who promotes a culture of professionalism, integrity, quality, and teamwork.
- Ability to assess situations to determine the importance, urgency, and risks and make clear decisions that are timely and in the best interests of the company.

TECHNOLOGY SKILLS

- Microsoft Office: Word, Excel, PowerPoint, Outlook, Access, OneNote.
- Strong typing and data entry skills.
- Project Management Softwares: Scheduling, Task Management, Delegation, Prioritization.
- CRM tools; Salesforce.
- Google Drive: Docs, Sheets, Forms, Slides.

LEGAL WORK EXPERIENCE

P-tek Projects

Sept 2022 – present

Contracts Specialist

- Negotiate, draft, and review a variety of contracts, including vendor agreements, service contracts, and confidentiality agreements.
- Ensure contract compliance with legal and regulatory requirements, as well as internal policies.
- Collaborate with cross-functional teams to develop contract terms and conditions that align with business objectives.
- Maintain accurate and organized contract records and documentation.

Supremart

Nov. 2021 – Sept. 2022

Legal and Compliance Associate

- Ensured compliance with applicable laws, regulations, and company policies by reviewing and updating employment contracts, policies, and procedures to align with current legal requirements. Monitored changes in employment legislation and provide guidance to ensure legal compliance.
- Managed legal matters related to employment, such as reviewing and negotiating employment agreements, non-disclosure agreements, and non-compete agreements. Advised on matters related to employee rights, termination, discrimination, harassment, and other legal issues.
- Supported employee relations by providing guidance on disciplinary actions, performance management, and conflict resolution. Investigated complaints and allegations, ensuring adherence to legal requirements and fair treatment of all parties involved.
- Drafted and reviewed legal documents, including employment contracts, offer letters, separation agreements, and settlement agreements. Ensured accuracy, clarity, and compliance with applicable laws and regulations.
- Assisted with data privacy compliance, including data protection policies, consent forms, data transfers agreements, and data breach response plans. Stayed updated on relevant data protection laws and regulations, such as GDPR or CCPA, and ensured the organization's practices align with legal requirements.
- Conducted legal research on various employment and labor law issues, staying informed about changes in legislation, case law and regulatory updates. Provided legal analysis and recommendations to support decision-making processes.
- Maintained accurate and up-to-date records related to legal and HR matters, ensuring compliance with record-keeping requirements. Prepared reports and presentations on legal and HR metrics for management and stakeholders.

DNL Partners

Oct 2019 – Nov. 2021

Paralegal

- Provided legal and administrative support to a team of lawyers, including maintaining legal files, drafting correspondence and scheduling appointments.
- Conducted legal research for counsel in case preparations, including drafting legal documents and coordinating with external counsel.
- Effectively coordinated the firm's litigation and corporate portfolio.
- Provided legal support for client interviews and courtroom trials.
- Demonstrated excellent organizational skills, communication skills and attention to detail while working in a fast-paced, high-pressure environment.
- Acted as a point of contact for clients, handled confidential documents and managed file systems.

EDUCATION

NCA Certificate of Qualifications (CQ) , Federation of Law Societies of Canada	<i>Jan. 2024</i>
Professional Management , University of Calgary	<i>Apr. 2023</i>
Bachelor of Laws (LL. B) , Lagos State of University	<i>Aug. 2021</i>
Certificate of Professional Development , Mediator Academy	<i>Jun. 2020</i>