

KIKE AKINOLA

Calgary, Alberta

ARTICLING CANDIDATE

Internationally trained law student licensed in Nigeria and pursuing qualification in Canada with 5 years' post-Bar experience in regulatory compliance, corporate governance, corporate and commercial law, mergers and acquisitions, and litigation with additional experience as a Cores 1 and 2 certified corporate paralegal/assistant. Confident in client interviews, researching with CanLII, LexisNexis and WestLaw, corporate and commercial agreement drafting, document review, memo and opinion writing, due diligence, advocacy and negotiation.

EDUCATION

NCA Certificate of Qualification (CQ) , Federation of Law Societies of Canada	Apr. 2024
Bar Prep Certificate , Council of Legal Education, Lagos, Nigeria	Nov. 2016
Bachelor of Laws (LL.B English Law) , University of Dundee, Scotland, United Kingdom	Jun. 2015
Bachelor of Arts in Psychology with Sociology (B.A) , University of Ghana, Legon, Ghana	May 2012

LEGAL WORK EXPERIENCE

Ogilvie LLP, Calgary Mar. 2024 – Present
Mid-sized law firm with full range of services in business, corporate, commercial and real estate law, civil litigation, and wills and estate planning.

Corporate/Commercial & Tax Legal Assistant

- Cleared 6-month backlog of outstanding corporate annual returns in just 3 months, significantly improving efficiency and compliance. Streamlined annual return process by preparing comprehensive filing packages, reviewing records for accuracy, and ensuring timely corporate registry submissions.
- Drafted corporate reorganization and organizational documents including section 51, 85 and 86 agreements, resolutions for lawyer review, with a comprehensive reporting letter to the client.
- Managed search and document projects including conflict and corporate searches, incorporation and corporate governance documents and filings, meeting minutes, and notices of change of directors, shareholders, agent for service and address.
- Maintained and updated minute books and confidential billing information.

Moodys Private Client LLP, Calgary Aug. 2022 – Oct. 2023
Law firm with primary focus on local and cross-border international tax solutions for global clients with personal and business interests in Canada and the United States.

Senior Tax Compliance Assistant/Legal Assistant (May 2023 – Oct. 2023)

- Coordinated income tax return preparation for ~400 international clients.
- Facilitated compliance with regulatory filing deadline requirements and collaborated closely with counsel and administrators in assessing legal filing positions and securing extensions when needed.
- Triaged 100+ emails/week, categorizing and addressing client and 3rd-party inquiries and complaints.
- Researched cross-border tax compliance and regulations and collaborated with lawyers to provide information, risk assessments and tailored solutions to clients.

Tax Compliance Assistant/ Corporate Legal Assistant (Aug. 2022 – Apr. 2023)

- Evaluated, finalized, printed and paper filed 80+ completed income tax returns quarterly, to the appropriate office in adherence to IRS compliance standards.
- Maintained, tracked, organized and updated client files across multiple legal and accounting platforms such as MS Office, Workshare, CaseWare, NetDocuments, Acumin and I-Firm for efficient reference.
- Addressed telephone inquiries, drafted engagement letters, opened and sorted mails, and performed other general administrative tasks.

Top-tier law firm with full range of services focused on compliance, corporate, securities, insurance, real estate, construction, transportation, litigation, arbitration and general commercial transactions.

Mid-level Associate (Jan. 2020 – May 2022)

- Interpreted and applied legislation and drafted legal memos and opinions for company liquidations, dissolutions, wind ups, mergers and acquisitions, employment, pension and gratuity remittance.
- Co-led due diligence on behalf of national corporations and issued due diligence reports, including a report for a successful \$2,571,000 equity investment in Precise Lighting Limited.
- Collaborated with legal team on comprehensive due diligence for Olam International Limited in the \$361 million acquisition of Dangote Flour Mills Plc, a major Nigerian flour and pasta company, including corporate structure, material contracts, immovable properties, banking and fiscal matters, insurance, taxation, litigation, intellectual property, employee matters and other regulatory issues.
- Liaised with bodies such as Corporate Affairs Commission (CAC), Federal Competition Consumer Protection Commission (FCCCP), Securities and Exchange Commission (SEC), and lands registry for searches, filings and compliance with governing regulations.
- Reviewed, proofread and drafted commercial and corporate agreements including cooperation, joint-venture, technical know-how, corporation and tenancy agreements totaling ~\$100,000,000.
- Conducted 40+ quarterly internal audits and circulated required audit reports to external regulators.
- Researched repealed and extant laws such as Banks and Other Financial Institutions Act (2004, 2020) and Companies and Allied Matters Act (1990, 2020) to identify implications for corporate clients and presented to senior internal lawyers on findings.

Associate (Sep. 2017 – Jul. 2019)

- Identified issues, conducted comprehensive research, addressed legal matters and drafted court documents in civil, criminal and corporate law.
- Met in person and online with new and prospective clients, advised on corporate structure and governance, and prepared forms and documents such as articles of incorporation and resolutions.
- Rendered end-to-end regulatory services including incorporation, business registrations, annual return filings, notices of change of directors, shareholders and registered office, and share transfers.
- Reviewed and analyzed resolutions and forms for correctness and compliance with regulatory standards and provided legal advice prior to filing with the corporate registry.
- Maintained minute books, register of directors and secretaries, and register of members.
- Facilitated and circulated notices and agendas of ~20 company/board meetings annually and drafted accurate minutes of meetings in compliance with regulatory standards.
- Represented clients as counsel and co-counsel for court hearings in state, federal and appellate courts.

Previous Roles:

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| • Associate , Ayo Olarenwaju & Co., Lagos, Nigeria | Mar. 2017 – Jul. 2017 |
| • Trainee/Summer Student , Detail Commercial Solicitors, Lagos, Nigeria | Jun. 2014 – Jul. 2014 |

PROFESSIONAL ASSOCIATIONS

Member: Nigeria Bar Association, Association of Women Lawyers.

Student Member: Canadian Bar Association, Law Society of Alberta.

VOLUNTEER EXPERIENCE & INTERESTS

Volunteering: Have provided support at Sagesse Calgary, a domestic abuse support services, since 2022.

Swimming: Developed a passion for swimming as a child, finding it therapeutic and invigorating.

Wedding Planning: Planned and coordinated my sister's wedding, managing 50 vendors and 800 attendees.