

Aima Chiemelu

Winnipeg, Manitoba

ARTICLING CANDIDATE

CPLED student, internationally educated and licensed in Nigeria, with over a decade of post-bar experience in government and private practice working in insurance, family and corporate law. Seeking qualification in Manitoba. Robust negotiation, research and drafting skills. NCA Certificate of Qualification issued in January 2025.

EDUCATION

NCA Certificate of Qualification (CQ) , Federation of Law Societies of Canada	2025
Barrister at Law (BL) , Nigerian Law School, Nigeria	2011
Bachelor of Laws (LLB) , University of Abuja, Nigeria	2010

EXPERIENCE

Government of Manitoba Department of Innovation and New Technology April 2025 – Present

This provincial government department is responsible for IT and business transformation strategy, policy, service delivery, planning and delivering ICT projects, and ensuring cybersecurity.

Executive Assistant (Office of the Chief Information Officer (OCIO))

Report to the CIO. Use software such as SharePoint, AIMS, Outlook and so on to edit, proofread, manage calendars, communicate, and report.

- Provide high-level administrative support to the OCIO and the Policy and strategic priorities division of the Department of Innovation and New Technology leadership team by handling information requests, preparing and managing correspondence, presentations, briefing notes and coordinating meetings.
- Increasing the administrative effectiveness of the department using enabling technologies for developing and producing complex documents, reports and presentations, and expediting matters of high priority and of a confidential nature to the appropriate person to provide necessary action.
- Take the lead on proofreading and formatting documents such as briefing notes, treasury board submissions, letters and award recommendations in support of the leadership team, as well as plan, collect and prepare information for meetings and arrange for travel.

Government of Manitoba Department of Innovation and New Technology May 2023 – April 2025

Provincial government department, helping to modernize and improve government IT service delivery, security and networks throughout Manitoba.

Administrative Officer (Digital and Technology Solutions)

Report to a manager, and manage 2 students. Use software and platforms such as Power BI, Excel, SAP, SharePoint, and Outlook to maintain inventory and databases, report, communicate, and validate.

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- Ensure smooth department function by maintaining asset inventory, on and off-boarding database of employees, students and contractors, validating transactions, processing invoices, and maintaining boardroom calendars.
- Manage timekeeping and payroll to ensure all employees, students and contractors are paid for time worked and all absence entitlements are tracked, covered Front desk to welcome guests and answer phone inquiries from the public and other staff members.
- Draft workflow guides to assist fill-in employees, trained students, delegated tasks, and provided technology solutions to various government departments by troubleshooting and resolving software challenges and correcting back-end platform issues.

Allianz Global Assistance, Cambridge

Jan. 2023 – May 2023

Ontario-based insurance company supporting Canadian travellers with end-to-end travel insurance and medical assistance, with locations around the world.

Claims Inquiry Associate (Remote)

Member of an 8-person team reporting to a manager. Dealt with coverage inquiries and claims by phone.

Documented claim requests and forwarded to relevant departments. Explained insurance policies to customers.

- Processed travel insurance claims with customers using active listening. Dealt politely and professionally with angry and stressed clients.
- Supported clients and team members by clarifying grey areas and misunderstandings to make clearer multiple insurance policies.
- Researched, interpreted and explained insurance policies and contract provisions in simple, everyday terms to help clients understand entitlements and advise on appropriate coverage while adhering to the company's guidelines and policies.

Nigeria Social Insurance Trust Fund, Abuja, Nigeria

Sep. 2013 – Oct. 2022

A para-statal organization with 2,000+ employees administering social insurance under the Employee Compensation Act (ECA) for employment-related injuries, diseases and death.

Legal Officer

- Researched on social insurance legislation and government policies, and provided legal opinions and interpretations focused on ECA provisions to stakeholders such as employers, employees and other government organizations.
- Negotiated family compensation disputes and provided ECA interpretation to ensure compliance with legislative mandates.

INTERESTS

Writing: To end my day, I like to journal. Writing down my thoughts helps me keep track of my goals and what I have done each day to reach them.

Learning: Currently studying French online at the University of St. Boniface, and I enjoy challenging myself by reading French literature in my spare time.