

MAYOWA DEPO-OYEDOKUN LL.B, B.L (hons), ACIS, LLM (in view)

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PROFILE

A forward-thinking Corporate Lawyer with considerable experience in corporate legal practice and company secretarial services. Also well versed in risk management, corporate regulatory compliance, contract drafting. A communication strategist who has helped companies and individuals communicate convey relevant vision, goals and information in an easily comprehensible manner. As an Environmental, Social & Governance enthusiast, led a team to devise Corporate Social Responsibility policies for Companies and Firms alike. Deliver quality service to Companies and Individuals through research and writing skills. Core strength lies in an unusual ability to decode complexity, solve challenging problems and influence people to attain desired outcomes.

EDUCATION

- **LLM (International Commercial Law)**, University of Limerick. 2021 - 2022
 - **B.L**, Nigerian Law School, Abuja Campus. 2018
 - **LL.B**, (Graduated 2:1 with overall score of 68.4), University of Kent, United Kingdom. 2017
 - **A-Level:** Psychology (A), Religious Studies (B), Sociology (B); Abbey College, Manchester. 2013
 - **IGSCE:** English (B), Mathematics (C), Physics (B), Chemistry (C), Biology (C). 2011
 - **Senior Secondary School Certificate**, Olashore International School, Osun State, Nigeria. 2011
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AWARDS & HONOURS

- Associate of the Year, Abiodun Layonu (SAN) and Co. 2019
- Attainment Award, Abbey College, Manchester. 2013
- First Runner-Up, International Negotiation Competition.
- Merit Award in British Legal System and Skills.

CORE SKILLS & COMPETENCIES

- Demonstrate Presentation and Communication Skills by constantly liaising with clients orally and writing easily comprehensible emails and legal opinions to clients.
 - Excellent Research Skills with attention to detail and observational ability.
 - Strong Organisational and time management skills, which is used to balance varied tasks and meet set deadlines.
 - In depth knowledge and use of Microsoft word, outlook, presentation.
 - Interpersonal relations and teamwork built through liaising individuals on group projects.
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WORK EXPERIENCE

Legal Associate

Abiodun Layonu (SAN) & Co.

November 2019 - September 2021.

- Provided company secretarial services to eight companies in industries ranging from textile manufacturing to cement production, finance and real estate.
- Monitor changes in business, legislative and regulatory environment and provide appropriate legal advice to clients.
- Draft court processes and provide legal opinions on a wide range of legal issues and subjects arising from briefs.
- Liaise with in-house Counsel of eight Companies to implement CSR policies, advise on Corporate Governance Issues, prevent legal risks and ensure compliance.
- Draft and review of contracts, Agreements on a wide range of subject.
- Coordinate registration and renewal of trademarks and patents for local and multinational companies.
- Develop corporate and legal structures for five startups. Structure standard trade practices to minimize commercial risks.
- Provide advisory and draft documents in Real Estate and Construction law
- Act as communication strategist for eight Client Companies through providing training on their employees on written and oral communication skills and represented the Companies in meetings with investors.

Trainee Associate (NYSC)
Abiodun Layonu (SAN) & Co.
December 2018 - October 2019

- Provided advisory services to clients on legal, policy and regulatory matters.
- Organised meetings, prepared agendas and took minutes of board meetings for four client Companies.
- Conducted legal research and drafted legal briefs and opinions.
- Negotiated, drafted and reviewed contracts and agreements on a wide range of subject matters for both local and multinational companies.
- Represented clients during ADR proceedings, in courts and before tribunals, alone and in company of other lawyers.

Legal Associate (Externship)
Olujinmin & Akeredolu Law Firm, Ibadan.
May 2018 - July 2018

- Drafted series of legal documents and deployed legal administrative skills.
- Led legal investigations and research.
- Prepared, proofread and reviewed documents used in and outside court.

SELECTED WORKPLACE ACHIEVEMENTS

- Promoted as Team Lead for Company Secretarial Sector of Abiodun Layonu (SAN) & Co. in less than two years after being called to the Nigerian Bar and after starting work at firm.
- Advised and developed Corporate Social Responsibility policies for two corporate clients. CSR policies specifically targeted alleviation of hunger and education of the girl child. Companies' brand exposure increased by over 20% and client base increased by more than 50%.
- Completed certification course from the Institute of Chartered Secretaries and Administrators of Nigeria and qualified as an Associate (equivalent to a master's degree programme) while working as full-time lawyer.
- Leveraged knowledge acquired at ICSAN on corporate affairs to advise the Board of Directors of a corporate client on succession planning. Client attained 80% success rate in transitioning to a new management.
- Facilitated the publishing of first Law Journal for Nigerian Law School Abuja.
- Championed Fund Raising for Editorial Team, Nigeria Law School Abuja and got adequate funds to publish Law Journal.

LEADERSHIP / VOLUNTEER EXPERIENCE

- **Volunteer Member**, Lagos Food Bank Initiative. 2020.
- **Team Lead, Company Secretarial Services**, Abiodun Layonu (SAN) and Co. 2020
- **Team Lead, Corporate Governance/Regulatory Compliance Advisory**, Abiodun Layonu (SAN) and Co. 2020
- **On Air Personality and Programme Host**, Plus Media Internet Radio. 2018
- **Editorial Team Member**, Nigerian Law School, Abuja. 2017
- **Academic Mentor**, Kent Law School. 2017
- **Member**, Enactus Social Team, Kent.
- **Team Lead of Immigration & Asylum Team**, University of Kent Law Clinic, United Kingdom.
- **Member**, Enactus Social Team, Kent.
- **Children Care Giver & Welfare Director**, Konami, United Kingdom. August 2015
- **Team Member of Immigration & Asylum Team**, University of Kent Law Clinic, United Kingdom.
- **Camp Monitor**, Salt and Light Camp (a Teenage Support Camp).

PROFESSIONAL MEMBERSHIPS & AFFILIATIONS

- Institute of Chartered Secretaries & Administration of Nigeria (ICSAN). 2020
- Nigerian Bar Association (NBA). 2018

INTERESTS

- Creative Writing | Travel | Spoken Word | Volunteering | Acting

REFEREES: Available on request