• Excellent communication and organizational skills
• Able to work independently
• Ability to use tact and sense of judgment effectively
• Proven ability to interpret and apply relevant rules
• Good knowledge of legal terminology

OLUFUNKE

ADEGBULE

PARALEGAL

 Tel: 08029839710

 Email: olufunkeadegbule@gmail.com

LinkedIn: Olufunke Adegbule

**CONTACT**

A dedicated paralegal, skilled in the organization and analysis of legal documentation. Adept in drafting documents, filing motions, interviewing clients, and preparing retainers. Able to effectively assist in preparations for trials, hearings, and closings. Bringing forth a hardworking attitude, eager to provide quality support in legal environment.

**ABOUT ME**

**INTERESTS**

Reading / Documentary

 Movie / Music

 Swimming

**EDUCATION**

**WORK** **EXPERIENCE**

**SKILLS**

DIPLOMA (PARALEGAL)

Hon Justice L.O Aremu Academy, Center for Legal Studies.

CERTIFICATE

Applications and Data Processing.

 **SEYI RAHEEM & CO LAW FIRM, IBADAN**

 LITIGATION PARALEGAL

 2019-TILL DATE

• Ability to conduct research on pertinent laws, regulations, and legal articles.
• Able to organize and present the information in a factual way.
• Hands-on experience in keeping the case information in computer databases.
• Drafting letter and contracts.
• Managing clerical duties pertinent to a law office.

 **AKEREDOLU & OLUJIMI, IBADAN**

INTERNSHIP

 2018

• Provide assistance with case settlements.
• Execute administrative duties
• Maintain pleadings and discovery indexes
• Organize exhibits, documents, evidence, briefs and appendices

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**AJELETI & CO, IBADAN**

LEGAL SECRETARY

2009-2018

• Coordinate conferences, meetings and schedules
• Update appointments on the firm’s monthly calendar
• Participate in firm’s training seminars to improve skills
• Use of office suite software to prepare legal documents and present evidence in spreadsheets for lawyer’s review