OKIKIOLA DORCAS MICHAEL

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PROFESSIONAL SUMMARY

I am an energetic lawyer who combines strong legal analytical expertise with efficient administrative support. A detail-oriented communicator, I am committed to understanding client goals and delivering tailored solutions that align precisely with unique business needs.

EDUCATION

Bowen University – Iwo, Osun State. September 2018 – November 2023

Bachelor of Laws – First Class (CGPA 4.85/5.00)

Nigeria Law school - (Second Class Upper Division) April 2025 – December 2025

Bowen University – Iwo, Osun State. September 2018 – August 2019

Joint Universities Preliminary Examination Board (JUPEB) – 1 A, 2 B's – 14 points

WORK EXPERIENCE

Hackman Solicitors. **February 2026- May 2026**

- Served as a paralegal, assisting in case preparation and documentation.

Virtual Assistant Projects (ALX) **September 2024 – November 2024**

- Skillfully managed calendars and coordinated meetings, prioritizing tasks to enhance time efficiency.
- Handled email correspondence, ensuring timely and professional responses.

Paralegal, Legal unit, Osun State University **November 2023 – October 2024**

- Served as a paralegal, assisting in case preparation and documentation.
- Actively participated in Senior Disciplinary Committee (SDC) meetings, preparing reports and drafting emails and notices for committee members.

Chief Judge, Bowen Law Students Society **July 2022 –July 2023**

- Coordinated Bowen University's inaugural Judiciary Day to promote legal engagement

among students and faculty.

Justice, Bowen Law Students Society **July 2020 – July 2022**

- Assisted the Chief Judge in administering justice.
- Successfully fulfilled all duties assigned by the Chief Justice.

Assistant General Secretary, Justitia Chamber, Bowen University. July 2021- July 2022

- Supported the General Secretary in carrying out her responsibilities and aided in the performance of her duties.

SKILLS

Good Communication Skills Remote Work Proficiency Project Coordination

CERTIFICATIONS AND AWARDS

- Best Graduating Female Law student 2022/2023 Bowen University
- Best Student in Human Rights 2022/2023 Bowen University
- Award of Lady Denning July 2023
- Award of Chief Judge July 2023
- Certificate of leadership -Welfare Coordinator Christian Law Association Students Fellowship of Nigeria (CLASFON) November 2022
- Associate Member, Institute of Chartered Mediators and Conciliators of Nigeria (ICMC) (Nov 2023)
- Certification of Leadership- Assistant General Secretary, Justitia Chamber Bowen University, Iwo- July 2021
- ALX Virtual Assistant Certification August 2024