

ALERO NNEAMAKA BOYO ACArb

EXPERIENCE

High Country Cellular and Electronics, Granby, Colorado – Part Time Executive Assistant

September 2023

- Assistant to the CEO of the company.
- Organization of documents such as budget sheets, tax returns and other company documents.
- Scanning and filing of documents such as budget sheets, tax returns and other company documents.
- Other duties assigned.

Ojukwu Chikaosolu & Co., Abuja, Nigeria – Full Time Legal Intern

2nd August 2021 – 10th September 2021 & 13th July 2022 – 23rd September 2022

- Filing of court processes.
- Receiving of court processes.
- Legal research.
- Other duties assigned.

EDUCATION

Nigerian Law School – Barrister-at-Law (BL) Qualification (Result Pending)

February 2024 – November 2024.

Afe Babalola University, Ado Ekiti, Ekiti State, Nigeria – Bachelor of Law (LL.B) Second Class Upper Division

August 2018 – July 2023

I attained a CGPA of 4.22.

CERTIFICATIONS

- **Certificate of Completion [Social Media Management] (2024)** – Awarded by Great Learning Academy
- **Associate (2022)** – Awarded by Nigerian Institute of Chartered Arbitrators (NICARB).
- **Commercial Law Virtual Experience (2022)** – Awarded by Hogan Lovells via Forage.
- **Commercial Law Virtual Experience (2022)** – Awarded by Bird & Bird via Forage.
- **Fundamentals of Business Law – Revised (2022)** – Awarded by Alison

- **Certificate of Business Ethics [Advanced] (2022)** – Awarded by StudySection.
- **Certificate of Achievement for PRDV003: Word Processing (2022)** – Awarded by Saylor Academy.
- **Fundamentals of Digital Marketing Certification (2020)** – Awarded by Google Digital Skills.

SKILLS

- **Social Media Management**
- **Sound Use of Social Media Platforms and Tools**
- **Video Editing & Photo Editing**
- **Fast Learner & Easy to Adapt**
- **Works Great in a Team**
- **Interpersonal Skills**
- **Legal Drafting & Research** – Contract drafting and Court Processes, vast ability to make research.
- **Writing Code and Designing Website Layouts.**
- **MS Office Tools Proficiency Skill** – Knowledge on the use of Microsoft Office Tools.
- **Logical and Critical Thinking** – Excellent at using my initiative
- **Problem Solving** – Ability to simplify complex issues.
- **Oratory Skills (Public Speaking)** – Engage in debate and public speaking. Participated in the International Day of the Girl 2017 Conference (UNICEF), Abuja, Nigeria.

AWARDS

- **Recipient of Afe Babalola Annual Awards for Academic Excellence (2019)** – Awarded by Aare Afe Babalola SAN & Founder of Afe Babalola University, Ado Ekiti, Ekiti, Nigeria.
- **Award of Excellence for Glisten Young Authors (2016/2017 Session)** – Awarded by Glisten International Academy, Abuja, Nigeria.

MEMBERSHIPS

- **Student Member of the Nigerian Society of International Law [NSIL]** (2019 till date).
- **Member of the Law Students Society, ABUAD Chapter** (2018 – 2023).
- **Member of the ABUAD Law Clinic** (2021/2022 Session).
- **Member of the Law College Academic Committee ABUAD Chapter** (2021/2022 Session).

LEADERSHIP POSITIONS

- **Secretary of the ABUAD Law Clinic (2021/2022 Session)** – I was in charge of documentation, preparation of letters for sponsorships, invitation and so on and on.
- **Secretary of the Law College Academic Committee (2021/2022 Session)** – I was in charge of documentation, preparation of memos, competition invitations and so on and on.
- **Prefect in Chapel at Glisten International Academy (2015 – 2018)** – I was obligated to keep account of chapel finances.

REFEREES

- Holly Wood (CEO, High Country Cellular and Electronics) | +1(970)5318214
- Barr. Ebere Nwanya (Principal Associate/Supervisory Counsel - Ojukwu Chikaosolu & Co.) | +2348064097912 | ebere4c@gmail.com
- Mrs. Omomen Musa-Agboneni ([100 level] Level Advisor & Public Law Lecturer | +2347034260085