

# ALERO NNEAMAKA BOYO ACArb

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## EXPERIENCE

### **Crown Interactive Limited, Abuja, Nigeria – Full Time Project Support Officer**

February 2025 – Till date

- Administrative and operational support to project managers and teams.
- Assisting with various aspects of project planning, execution, and monitoring.

### **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

- **Project Management**
- **Social Media Management**
- **Video Editing & Photo Editing**
- **Fast Learner & Easy to Adapt**
- **Interpersonal Skills**
- **Legal Drafting & Research** - Contract drafting and Court Processes, vast ability to make research.
- **Writing Code and Designing Website Layouts (Tech Stack)** - Javascript, React, HTML, CSS, Typescript.
- **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](mailto:ebere4c@gmail.com)
- Mrs. Omomen Musa-Agboneni ([100 level] Level Advisor & Public Law Lecturer | +2347034260085