



CURRICULUM VITAE

SURNAME	OGUNRINDE
FIRST NAME	OLUWAFEMI
OTHER NAMES	ANUOLUWAPO ELIZABETH
GENDER	FEMALE
DATE OF BIRTH	19-01-2001
AGE	22

PERMANENT HOUSE ADDRESS	BLOCK 115, FLAT 3, L.S.D.P.C. HOUSING ESTATE (ALAKA), OFF BODE THOMAS ROAD, SURULERE, LAGOS, NIGERIA.
CONTACT INFORMATION	PHONE NUMBER: 07085241748

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EDUCATION

2017 - Ongoing: Bachelor Of Laws (LLB), Faculty Of Law, University Of Lagos.

2011 - 2017: West African Secondary School Certificate Examination (W.A.S.S.C.E), Topgrade Secondary School, Surulere, Lagos, Nigeria. (7 distinction, 1 credit).

2005 - 2011: Primary School Leaving Certificate Heartfield Primary School.

SKILLS AND KNOWLEDGE

Microsoft Word, Microsoft Excel, Power Point, Legal writing and Research, Copywritin, Prose writing, Grant Writing, Fact Finding, Content Writing, WordPress Management.

OCCUPATION/ INTERNSHIPS

Content Writer At BuyLagosLtd (Feb 2022- May 2023)

RESPONSIBILITIES

- **Researching industry-related topics (combining online sources, interviews and studies) relating to real estate content.**
- **Writing clear marketing copy to promote products/services**
- **Preparing well-structured drafts using Content Management Systems such as WordPress**
- **Identify customers' needs and gaps in our content and recommend new topics**
- **Ensure all-around consistency (style, fonts, images and tone)**
- **Update website content as needed.**

Content Developer For Carmart NG: (Mar 2021 -April 2023)

RESPONSIBILITIES

- **Research automotive related topics.**
- **Write clear marketing copy to promote our products/services.**
- **Prepare well-structured drafts using Content Management Systems.**
- **Proofread and edit blog posts before publication.**
- **Submit work to editors for input and approval.**
- **Coordinate with marketing and design teams to illustrate articles.**
- **Conduct simple keyword research.**

Content Writer/Copywriter At Aladi Autos: (April 2022- Dec 2022)

RESPONSIBILITIES

- **Checking briefs from clients to ensure that the scope of the project is clearly defined and the outcome is identified**
- **Referring, sometimes contributing to, in-house style guides to ensure that all content is consistent**
- **Liaising with suppliers and clients to ensure that product information is correct**
- **Working with Graphic Designers and marketing teams to ensure that the copy fits the needs of the project**
- **Re-writing and updating information on websites and in company materials**
- **Producing instructions, advisory inserts and other written materials that are supplied with products**

- **Writing high-engagement social media content that reflects the brand voice.**

Grant/ Proposal Writer For Disability Protection Rights Initiative (Non-governmental organization providing legal aid for persons with disabilities): (Nov 2021- Jan 2023)

RESPONSIBILITIES

- **Researching relevant grant materials for sourcing of proceeds for the organization.**
- **Carrying out social media campaigns and initiatives that dictate the importance of protection of human rights for the minorities.**
- **Provided adequate material in the essence of a grant was sourced and researched.**
- **Developing relationships and collaborating with key stakeholders**
- **Displaying adherence to the organization's mission**
- **Maintaining proficient knowledge of the organization's history and programs**

Director of Operations For Elite Star Foundation (a Non Governmental Organization focused on Child's Rights and Education): (Jan 2021-present)

RESPONSIBILITIES

- **Managing the day to day Operations of the organization.**
- **Conducting Interviews for prospective volunteers for the organization.**
- **Managing the volunteers on their roles and responsibilities.**

- **Providing adept advice to the Foundation.**
- **Drafting legal documents such as MOU and contracts.**
- **Writing content materials for the organization's social platforms.**

Legal Intern At OMAPIEX(OVIP 2022): (August 2022- Sept 2022)

RESPONSIBILITIES

- **Conducting fact finding research on various aspects of law,**
- **Making use of online sources, legal journals and materials in proper cases for research papers.**
- **Providing sample briefs and legal documents.**
- **Participating in moot court and legal debates.**
- **Collecting data to be used for research on different points of law.**

Legal Research Intern/Editor At Unique Law Firm: (Jan 2022- July 2022)

RESPONSIBILITIES

- **Conducting fact finding research on various aspects of law.**
- **Making use of online sources, legal journals and materials in proper cases for research papers.**
- **Providing sample briefs and legal documents.**
- **Participating in moot court and legal debates.**
- **Collecting data to be used for research on different points of law.**

Summer Intern At Roots And Routes YVC:(July 2022 - January 2023)

RESPONSIBILITIES

- **Writing blogs and newsletters on season meetings of guest speakers.**
- **Hosting weekly meetings to discuss relevant topics.**
- **Preparing drafts on social media content and posts.**

Grant Writer/ Researcher At TakeTrips MES (Mentally, Emotionally, Spiritually): (Jan 2021- July 2022).

RESPONSIBILITIES

- **Researching relevant grant materials for sourcing of proceeds for the organization.**
- **Provided adequate material in the essence of a grant was sourced and researched.**
- **Draft proposals and materials for the organization.**
- **Create Initiative ideas on project planning and programs for the organization.**
- **Conduct proper findings on grant sources and eligibility status for the organization.**

LINKS TO ACADEMIC RESEARCH PAPERS, CONTENT WRITING PROJECTS, AND OTHER PROFESSIONAL WRITE UPS.

<https://docs.google.com/document/d/1HpW-o8n9IBQxBgLKBpS3pd6PDm7FQB6mgDI5hei-Yog/edit?usp=drivesdk>

<https://docs.google.com/document/d/1Dck2ptBbMBGQxWv6qHyfOu3gXlnMSbjBKOQ8X3TZdKM/edit?usp=drivesdk>

https://docs.google.com/document/d/12195nelt0lvID6-D_DnaUBcood7Y0SAZ8wEmcXjjDWM/edit?usp=drivesdk

<https://docs.google.com/document/d/1XA219PUnLroXItahvdZQJst2za9haZ-GdtFkSnj4ztM/edit>

it?usp=drivesdk

https://docs.google.com/document/d/14tb9A3yUj2nX9a0_We1aJVXLhtGhxDkRuQikGYBeOLc/edit?usp=drivesdk

<https://docs.google.com/document/d/1neKHRuG3rxmLiyNXkb38OUUTytYPhV4r/edit?usp=drivesdk&oid=103977765698133800697&rtpof=true&sd=true>

Legal Research Intern At Unique Law Firm: 2021

RESPONSIBILITIES

- **Conducting fact finding research on various aspects of law.**
- **Making use of online sources, legal journals and materials in proper cases for research papers.**
- **Providing sample briefs and legal documents.**
- **Participating in moot court and legal debates.**
- **Collecting data to be used for research on different points of law.**

Summer Intern At Roots And Routes YVC: July 10- September 21

RESPONSIBILITIES

- **Writing blogs and newsletters on season meetings of guest speakers.**
- **Hosting weekly meetings to discuss relevant topics.**
- **Preparing drafts on social media content and posts.**

Grant Writer/ Researcher At TakeTrips MES (Mentally, Emotionally, Spiritually): 2021-

RESPONSIBILITIES

- **Researching relevant grant materials for sourcing of proceeds for the organization.**
- **Provided adequate material in the essence of a grant was sourced and researched.**
- **Draft proposals and materials for the organization.**
- **Create Initiative ideas on project planning and programs for the organization.**
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<https://docs.google.com/document/d/1Dck2ptBbMBGQxWv6qHyfOu3gXlnMSbjBKOQ8X3TZdKM/edit?usp=drivesdk>

https://docs.google.com/document/d/12195nelt0lvID6-D_DnaUBcood7Y0SAZ8wEmcXjjDWM/edit?usp=drivesdk

<https://docs.google.com/document/d/1XA219PUnLroXItahvdZQJst2za9haZ-GdtFkSnj4ztM/edit>

it?usp=drivesdk

https://docs.google.com/document/d/14tb9A3yUj2nX9a0_We1aJVXLhtGhxDkRuQikGYBeOLc/edit?usp=drivesdk

<https://docs.google.com/document/d/1neKHRuG3rxmLiyNXkb38OUUTytYPhV4r/edit?usp=drivesdk&oid=103977765698133800697&rtpof=true&sd=true>