ARIKEKPAR THEODORA AZIBAIYE

| Asokoro, Abuja | theodora.arikekpar09@gmail.com |

| +02349059946542 | LinkedIn: Theodora Arikekpar |

**Personal statement**

Dedicated and highly organized recent law graduate eager to transition into an executive assistant role. Possess strong administrative skills, attention to detail, and ability to juggle multiple priorities. Seeking to leverage internship experience and legal education to provide exceptional administrative support to executives.

**Core Strengths**

- 3+ years of experience providing administrative support through legal internships. Gained skills in drafting correspondence, preparing reports, scheduling meetings, managing files, and maintaining strict confidentiality.

- Strong written and verbal communication abilities developed through legal research and client interactions. Able to communicate clearly and professionally with executives, clients, and colleagues.

- Highly skilled in time management, organization, and multitasking. Able to efficiently handle diverse administrative tasks, prioritize urgent requests, and ensure all deadlines are met.

- Proficient with MS Office and office equipment. Quickly learn and master new software, databases, and technical tools.

- Collaborative team player. Work well independently and cross-functionally to get the job done.

- Diligent self-starter dedicated to providing outstanding administrative and organizational support to executives and team members.

Seeking an executive assistant role that will utilize organizational strengths and administrative experience. Motivated to take on new challenges and responsibilities and help drive company success.

**EDUCATIONAL HISTORY**

• **Nigerian Law School**, Augustine Nnamani Campus, Agbani, Enugu State. (Bachelors of Law) | 2021-2022 |

• **Afe Babalola University, Ado-Ekiti, Ekiti State.** (Bachelor’s Degree LL.B) | 2015-2020 |(Second class upper)

- Successfully conducted extensive research for my Long Essay titled ‘A Legal Analysis of The Challenges of Combatting Oil Spillage in the Niger Delta Area in Nigeria¬”.

- Served as the group leader leading different team of over 40 students in respect of numerous group projects cutting across equity & trust, intellectual property law, criminal law and other areas of law assigned during my university days from 2015-2020.

• **Nana Apori Comprehensive High School**, 0gun State. (West African Senior School Certificate) | 2009-2015 |

- Appointed Health and Sanitation Prefect, Senior Secondary School (2014-2015)

- Recipient of the award for overall Best in English (2013-2014)

**PROFESSIONAL AFFILIATION**

**Nigerian Institute of Chartered arbitrators** (NICARB) 2019 – Till Date

**WORK EXPERIENCE**

• **Petroleum Technology Development Trust Fund**• NYSC ASSOCIATE • DECEMBER 2O22 – PRESENT

-Worked in the Projects Department and SERVICOM unit

- Actively Participated in the oversees and in Nigeria scholarship interviews

- Learnt to write Reports and Memos.

-Offered administrative assistance and performed secretarial functions during office meetings.

-Learnt how to multitask and adapt

-Assisted with the creation of project files and filing

- Conducted and analyzed surveys

• **E.0. CHINDA & ASSOCIATES** • LEGAL EXTERN • MARCH 2O22 – MAY 2022

- Research and writing, client interview

- Organization of case files

- Drafted agreements and given court filing tasks which were successfully carried out.

• **STANLEY DAMABIDE & ASSOCIATES** • GRADUATE INTERN • MAY 2021 – JULY 2021

- Conducted research work and wrote legal letters.

- Evaluated and presented law reports and articles.

- Performed court filing tasks which were successfully carried out.

- Administrative assistance and stand in.

•**SOMINA, GIBSON & ASSOCIATES** • GRADUATE INTERN • OCTOBER 2020 – MARCH 2021

- Conducted research work, drafted agreements.

- improved on communication skills and teamwork

- gained commercial awareness

• **FEDUDE ZIMUGHAN AND CO** • INTERN • JUNE 2018, 2019 – SEPTEMBER 2018, 2019.

- Conducted research work, drafted agreements and was given court filing tasks which were successfully carried out.

**VOLUNTEER EXPERIENCE**

- Served as a member of “Search Inwards Ambassadors” from January 2023- date where I participate in various community outreach

- volunteered at “Daisy Home for Special Kids” as a care taker and also a tutor to help students with their schoolwork from 2017-2021.

- Sensitized secondary students on their “Child Rights” in 2019 along with other classmates.

**REFERENCES**

Available on request.