

**PASE OMOBOLANLE ONYEKACHI**

**PHONE NUMBER: 09056210875**

**EMAIL: [OMOBOLANLE.PASE@GMAIL.COM](mailto:OMOBOLANLE.PASE@GMAIL.COM)**

## **PERSONAL DETAILS**

**State of Origin:** Ogun

**Nationality:** Nigeria

**LinkedIn:** <https://www.linkedin.com/in/pase-omobolanle-onyekachi-16533072/>

**Personal Blog:** [iampase.blogspot.com](http://iampase.blogspot.com)

**A Few Articles Written:** <https://drive.google.com/drive/folders/1rB53hy11zjQifz1u-pTywbRVt5icwn9y?usp=sharing>

**PROFILE:** I have a strong academic background with an excellent writing skill, a team player, Open-minded and I possess the required potential and drive to take any business forward. Apart from being able to think laterally and act decisively, I have the ability to quickly identify opportunities to reduce waste and inefficiency. My priority is to understand the heartbeat of the organization in which I work, as captured in its policies and structured objectives, and contribute my quota to the full realization of its topmost goal.

## **EDUCATIONAL INSTITUTIONS ATTENDED AND QUALIFICATIONS**

### **OBTAINED NIGERIAN LAW SCHOOL, LAGOS CAMPUS (2018/2019)**

. B.L (Honours). **Second Class (Upper Division).**

### **OLABISI ONABANJO UNIVERSITY (November 2013 – July 2018)**

. LL. B(Honours) **Second Class (Upper Division).**

## **RELEVANT WORK EXPERIENCE**

### **Content Creator | QuestNG**

Creating weekly entrepreneurial articles that focuses on startups and the African business sector.

Curating content calendar.

Researching industry-related topics

Prepareing well-structured drafts using digital publishing platforms

### **Content Writer | SEO Lagos |**

Creating contents on a daily basis that speaks to various classes of people.

SEO Optimization of articles before posting.

Creating and distributing marketing copy to advertise company and products

### **Content Creator | Amanda Academy |**

Creating SEO Optimized contents for the company.

Updating the website with relevant topics that speak to diverse readers.

### **Administrator and Virtual Executive Assistant | GreyMatter Agency | May 1st 2021 – July**

I manage the emails of clients of the agency by sorting emails that come into their inbox flagging emails that require the clients' attention and more.

I singlehandedly handle the calendars of various clients by setting and scheduling their meetings i.e., management meetings, client meetings, etc.

I support clients by tracking their projects using Asana.

I put together performance reports using the clients' preferred reporting templates by collating information from the clients' and his/her team and putting together weekly or bi weekly reports.

Writing emails, developing presentations, and proofreading documents.

Personal Administration - I manage the travel itinerary of clients by helping them book flights, hotels, etc.

### **Legal Advisor and Content Lead | Documents Directory | March 1<sup>st</sup> 2021 -**

#### **July SPECIFIC ROLES INCLUDE;**

Drafting and reviewing of legal documents, inclusive but not limited to, Contracts, business proposals, transfer agreements, brand ambassador agreements, service agreements, business plans etc.)

The content creator and curator of weekly legal articles for the company website.

Upload content and documents to the company's website

Advising the company on their legal position in matters arising.

#### **RELEVANT SKILLS**

Proficiency in Microsoft Office Suite (Ms Word, Excel, Outlook)

SEO Optimization

Wordpress

Content Marketing

Social Digital Marketing

Research, legal drafting and writing.

Ability to work under pressure with minimal supervision.

**REFEREES**

Available on request.