

JOSEPHINE TEMILOLUWA OKE

No. 4, Odunukan Crescent, Oregun, Ikeja, Lagos State.

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EDUCATION

University of Lagos Bachelor of Science (BSc.), Political Science (Second Class Upper)	Expected 2025
Christ Vision School, Ita-oluwo West African Secondary School Certificate (Seven Distinctions)	2017—2019

WORK EXPERIENCE

Fortress-Link Law firm <i>Legal Secretary</i>	2019—2020
<ul style="list-style-type: none">Scheduled appointments for bi-weekly mediation proceedings for Partners and Associates of the firm;Provided assistance to solicitors in terms of executing legal and contractual documents;Engaged in records and inventory management for documented court filings and proceedings under the supervision of the Senior Associate at the firm; andManaged telecommunications between clients and prospective clients.	

NOTABLE ACHIEVEMENTS

- Overall Best Performing Student**, Christ Vision School, Ita-oluwo **2018**

SKILLS AND INTERESTS

Skills	Microsoft Office Suite, research writing, communication skills, and marketing
Languages	English (<i>Fluent</i>) and Yoruba Language (<i>Intermediate</i>)
Interests	Cryptocurrency, Public Speaking, Mediation, Political activism, and linguistic