

# Aminat Agbaje

9, Alhajhi Shiriki Str, RSA, Asolo, Ikorodu, Lagos 102222 | +2348182238954 | agbaje.am@gmail.com

## Summary

Focused and dedicated Legal Assistant with exceptional work ethic and proven strengths in case management support. Strong multitasker skilled at managing high-volume caseloads while consistently meeting deadlines. Persistent and resourceful problem-solver with excellent research and communication skills.

## Skills

- Office Administration
- Calendar Management
- Billing and Invoicing
- Proofreading abilities

## Experience

**LEGAL ADMINISTRATIVE ASSISTANT** | 11/2019 - 11/2022

**Eminence Solicitors - Lekki, Lagos**

- Reviewed and organized legal documents such as contracts, pleadings, motions and correspondence.
- Created spreadsheets to track case information and deadlines.
- Assisted attorneys with research projects and document preparation for court filings.
- Answered phone calls, responded to inquiries and directed calls accordingly.
- Edited existing documents for accuracy prior to submission or publication.
- Performed data entry tasks related to case-specific information into a variety of software programs such as Excel, Word, Access.
- Helped draft, edit and transmit legal documentation such as motions and letters.

**WEB DESIGN ASSISTANT** | 01/2019 - 01/2022

**Campus Info Consult Ltd - Ojo, Lagos**

- Assisted in the design and development of webpages using HTML, CSS, and JavaScript.
- Collaborated with developers to troubleshoot technical issues related to website design.
- Implemented creative designs for websites based on client specifications and branding guidelines.
- Tested website usability across different browsers and devices for optimal performance.
- Optimized websites for search engine rankings by conducting keyword research and SEO audits.
- Developed custom WordPress themes from scratch using PHP, HTML5, and CSS3 coding languages.
- Updated existing websites with new content, images, videos, or other multimedia elements as needed.
- Resolved customer complaints regarding website design issues quickly and efficiently.

## Education and Training

**Olabisi Onabanjo University - Ago Iwoye Ogun State | LLB**

Law, 08/2019