

FAVOUR C. IFEObU

VIRTUAL LEGAL ASSISTANT | LEGAL RESEARCH | CASE & DOCUMENT MANAGEMENT

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PROFESSIONAL SUMMARY

First Class Nigerian lawyer with 2+ years of legal-support experience assisting attorneys through legal research, drafting, litigation preparation, document review, deadline tracking, correspondence, and remote matter coordination. Proven record of supporting 30-50+ concurrent matters, organising case files containing 250+ documents, maintaining reliable version control, and meeting 100% of tracked filing deadlines. Ready to support family law, employment law, probate and estate administration, personal injury, estate management, and corporate/commercial practices. Comfortable working independently across time zones while handling confidential information with accuracy and sound judgment.

PRACTICE-AREA FOCUS

Family Law | Employment Law | Probate & Estate Administration | Personal Injury | Estate Management | Corporate & Commercial Law

CORE SKILLS

Virtual Legal Support • Legal Research & Memoranda • Case and Matter Tracking • Legal Drafting & Document Review • Court Filing Preparation • Calendar and Deadline Management • Document Organisation & Version Control • Client and Attorney Communication • Email and Correspondence Management • Litigation Support • Contract Review • Regulatory Compliance • Confidential File Management

Technology: Microsoft Word, Excel and Outlook • Clio • PracticePanther • MyCase • Document Management Systems • Legal Research Platforms • Remote Collaboration Tools

PROFESSIONAL EXPERIENCE

Associate | Kiet Business Attorneys, Ikoyi, Lagos

Nov 2025 - Present

- Conduct legal research and regulatory analysis for 30+ client matters, preparing clear legal memoranda and concise research summaries that support attorney advice and decision-making.
- Draft and review agreements, policies, term sheets, and related legal documents; coordinate revision cycles across 6+ clients and maintain organised records of comments, redlines, and final versions.
- Manage compliance calendars and statutory deadlines for 25+ companies, maintaining accurate matter records and achieving a 100% on-time filing rate across the portfolio.
- Support commercial negotiations by tracking changes across email chains, preparing comparison tables, and delivering consolidated redline summaries before attorney review.

Associate | F.K. Nnadi & Co., Abuja, Nigeria

Feb 2025 - Sep 2025

- Researched and drafted legal opinions, court processes, and transactional documents for 50+ matters while maintaining a central case-management spreadsheet for matter status, deadlines, and deliverables.
- Conducted precedent and statutory research, analysed 15+ controlling authorities, and prepared structured briefs and research summaries for litigation and advisory matters.
- Organised and analysed a Supreme Court case file containing 250+ documents, developing a filing system that improved retrieval time by 40% and supported efficient attorney preparation.

Legal Assistant | Defence Headquarters, Abuja, Nigeria

Oct 2023 - Jun 2024

- Reviewed and summarised 25+ memoranda of understanding and vendor contracts, identified material legal and financial risks, and prepared an organised risk-assessment report for senior review.
- Drafted formal internal correspondence and liaison reports between military and civilian departments, ensuring clarity, accuracy, confidentiality, and consistent professional tone.
- Maintained a regulatory compliance calendar for procurement filings, contract renewals, and audit submissions, achieving 100% on-time completion of tracked obligations.

Legal Intern | Falana and Falana Chambers, Abuja, Nigeria

Oct 2024 - Dec 2024

- Prepared research memoranda, legal arguments, and supporting briefs for commercial and constitutional matters, strengthening attorney preparation across three proceedings.
- Supported court-filing preparation by organising documents, verifying procedural requirements, and cross-checking dates, party names, and supporting materials, with zero filing errors.

EDUCATION

Nigerian Law School | Barrister-at-Law (B.L.)

Jun 2024 - Feb 2025 | Abuja, Nigeria

- First Class Honours - Top 1% of 5,704 national candidates; Exceptional Team Scholarship recipient.

University of Nigeria, Nsukka | Bachelor of Laws (LL.B.)

Jan 2018 - Jul 2023 | Enugu, Nigeria

- Second Class Honours (Upper Division); ranked in the top 5% of the graduating class; SEPLAT National Undergraduate Scholarship recipient.

CERTIFICATIONS, LEADERSHIP & ADDITIONAL INFORMATION

Certification: Appraisal of Financial Statements, Corporate Finance Institute, Apr 2024.

Leadership: Volunteer, Amnesty International Nigeria (2022-Present); facilitated strategy sessions and prepared policy briefing documents with legal and policy professionals.

Professional Standing: Admitted as a Barrister and Solicitor in Nigeria; current practising certificate holder.

Languages: English and Igbo (fluent). **Remote Readiness:** Experienced with asynchronous communication, independent matter management, and cross-time-zone collaboration.