

WORK EXPERIENCE

AI Tutor – Writer Apr 2024 - Present
Mindrift, Netherlands (Remote)

Freelance Content Writer, Proofreader and Editor Jan 2020 – Present

- Creates original and well-researched quality content; blog articles, opinion articles, news articles, syndicate articles, academic essays and speeches, by strict adherence to the rules of English grammar, spelling, punctuation, syntax and structure. Carries out fact-finding research as needed to effectively proofread and edit articles, essays and manuscripts.

Academic Writer Apr 2022 – Mar 2024
Livingston Research, United Kingdom (Remote)

Developmental Editor & Proofreader Jan 2022 – Mar 2024
Illino Media (Online Story Publishing Company)
<https://illino.org/stories>

Content Creator & Writer Jan 2021 – June 2021
TRW Consult

- Article writing on various niches, Essay writing, News item writing, Report writing, Summary writing, Social media management, Transcription, Data Entry, CV and Profile writing, LinkedIn profile optimization, WordPress publishing, Canva Graphic Design, Speech writing, Proofreading and Editing.

Executive Editor Oct 2021 – Sep 2023

Senior Associate Editor Feb 2020 – Oct 2021

Associate Editor May 2019 – Feb 2020
University of Lagos Law Review (Hybrid)

- Reviewed legal articles, essays and academic papers, ensured they were accurate, up-to-date and error-free. Carried out extensive research and meticulous proofreading and editing, ensuring proper flow, structure and adherence to the university's legal citation model while working with a deadline.

(<https://unilaglawreview.org/2019/03/11/how-free-is-the-freedom-of-speech-and-the-press/>)

Director of Research 2019 - September 2021
Alternative Dispute Resolution Society, University of Lagos.

- Conducted extensive research on the ADR spectrum and prepared tutoring materials to educate members of the ADR Society. Kept the members updated on current happenings in the ADR sphere nationally and internationally. Contributed to the society and student body through the

submission and publication of articles, blog posts and essays. Served as an editor on the 2019/2020 Editorial Board to review and publish the annual University of Lagos ADR Society Journal. (<https://theunilagadrsociety.wordpress.com/2020/03/29/neutral-evaluation-a-powerful-and-effective-tool-in-settling-disputes-by-victoria-harrison/>)

Editor, The Editorial Board

- The ADR Journal (Third Edition) 2019/2020
(<https://theunilagadrsociety.files.wordpress.com/2021/10/the-unilag-adr-third-edition-journal-2021-1-2.pdf>)

Legal Intern

Nov 2019 – Dec 2019

Office of the Public Defender (OPD), Surulere, Lagos.

- Received complaints and petitions on behalf of the office. Carried out front desk duty. Drafted invitation letters to facilitate mediation sessions between conflicting parties. Typed and organized legal documents and took notes at stakeholder meetings. Observed court proceedings for criminal matters.

EDUCATION

University Of Lagos

Bachelor of Laws (LLB) 2023

University Of Lagos (Foundation in Law)

- Achieved all As and 16 Point-Distinction 2017

West African Senior School Certificate Examination (WASSCE)

- Achieved Distinction in Eight O-Level Subjects
- Best Graduating Student, 2012/2013 Academic Session, St. Gloria's College, GRA, Ikeja, Lagos.

CERTIFICATION

Institute of Chartered Mediators and Conciliators (ICMC)

Associate Member, AICMC.

Nov 30, 2021 - Present

EF Standard English Test

- 84/100 C2 Proficient

March 2024

<https://cert.efset.org/ia6j6W>

SKILLS, TOOLS & INTERESTS

Skills: Good Communication Skills, Able to Meet Deadlines, Active Listening, Responsible Team Player,

Tools: Microsoft Office Suite, Google Workspace, WordPress, Monday.com

Interests: Graphic Design & Illustration