

DEBORAH OSAMAGUMWEDE

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Content Strategist/Editor

deborahosas01@gmail.com

A professional Writer and Research Analyst with over five years experience in Technical Writing, SaaS, B2B, B2C, Website SEO, Press Releases, Product Descriptions; with deep interest in Information Technology. Highly flexible and can adapt to work demands in any organization by providing practical solutions to complex issues through strategy and technological skills.

SKILLS

Professional: Copywriting. Editing. Social Media Management. Transcription. Advocacy. Research Analysis. Strategizing. Web Publishing. Due Diligence. Time Management. Legal Drafting. Organizing and Reporting. Dispute Resolution. Public Relations. Journalism. Mediation. Negotiation.

Hi Personal Traits: Creativity. Attention to Details. Communication. Team Player. Analytical and problem-solving. Organizational Support. Time Management. Accountability. Adaptability. Leadership.

Computer: Microsoft Office. PowerPoint. AnyDesk. Wordpress.

WORK EXPERIENCE

Demz Analytics, United Kingdom. (Remote)

02/2022 - Present

Content Strategist

- Handle technical writing
- Oversee Copywriting and Editing
- Review existing SEO campaign and strategies and effected a suitable campaign in-line with company's longterm goals.
- Project Assistant

Fiverr.com (Freelancer & Ghostwriter). https://www.fiverr.com/osa_deb

One of the highly rated Sellers with 230+ reviews.

02/2018 - Present

- Ghostwrite SEO website content
- Create sales copy for B2B, B2C, E-commerce
- Conduct academic research

MUZAN & ABBEY, Port Harcourt, NG.

09/2020 – 04/2022

Research Analyst/ Compliance officer

- Provide Legal Research and Advisory Services on Regulatory and Legal Compliance, Business Support, and intellectual property.
- **Lead Compliance Officer and Contact Person** for several companies under the firm's **Company Secretarial and Corporate Support Retainer**.
- **Organized** the annual and emergency board and general meetings, including board committee meetings for 15 consecutive months, which covered obligations including pre and post meeting arrangements and compliance obligations, including reporting functions.
- **Prepared and ensured compliance** with director service contracts and corporate governance manual and coordinated activities regarding the annual board plan..
- **Singlehandedly prepared** a plethora of materials being used for workshops and conferences organized by companies under firm's retainer.

Emeka Uwakwe and Co., Abakaliki, Ebonyi State

Chambers Externship

- Conducted Legal Drafting, Conveyancing and Legal Research.

High Court 1, High Court Complex, Abakaliki, Ebonyi State.
Court Externship under the tutelage of the Chief Judge of Ebonyi state

- Daily observing Court proceedings, and writing reflections on each case.

Ministry of Justice, Abakaliki, Ebonyi State.
Paralegal to the Solicitor-General of Ebonyi State.

12/2018 – 10/2019

- Drafting of Motions and legal documents
- Engaged in legal research

New Age Writers
Content Writer and Freelancer

02/2017 – 08/2018

- Produced SEO website content for different landing pages.
- Created Press Releases, short stories, articles for lifestyle and entertainment blogs, articles on cryptocurrency and Cannabis, product descriptions, and speeches.
- Other tasks include: rewriting, proofreading and editing of existing documents to the format needed by clients.

Obakpee's Fisheries, Ajaokuta, Kogi State.
Administrative Manager

07/2010 – 06/2017

- Administration of company's database/records
- Allocate responsibilities
- Ensured compliance with Legal standards.
- Organized distribution of goods, and ensured client's satisfaction.

EDUCATION

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|-------------------------------------|-------------------------|-------------|
| • Nigerian Law School, Abuja Campus | Barrister-at-Law (B.L) | 2020 |
| • Kogi State University, Ayingba | Bachelor of Laws (LL.B) | 2018 |

TRAININGS AND CERTIFICATIONS

World Intellectual Property Organization Academy:

- E-Tutorial on Using Patent Information Certification **07/2020**

Associate, Institute of Chartered Mediators and Conciliators, Abuja.

06/2020

RESEARCH/PRESENTATIONS

- The New Schools of Jurisprudence; How Far Did They Depart From The Old Schools? **2018**

PROFESSIONAL AND COMMUNITY MEMBERSHIPS

- Nigerian Bar Association
- Institute of Chartered Mediators and Conciliators, Abuja.

VOLUNTARY SERVICE

- **Letter to a Lady Initiative, Port Harcourt, Rivers State**
 - Sensitizing teenage girls on adolescence, menstrual hygiene, peer pressure, sexual activity, drug abuse, and career path.
 - Secondary school outreach
- **Legal Aid CDS, Abakaliki, Ebonyi State.**
 - Fast-tracking cases of inmates awaiting trial
 - Providing support to inmates by providing them with toiletries, groceries, and books.

REFERENCES

- Available Upon Request