

1. Personal data**Name:** Saifuah-Mai Gray**Nationality:** Liberian**Phone:** +231-886-557-819 /+231777557819**Email:** saifuahg@nocal.com.lr**2. Education**

2012	Bachelors of Law (LLB)	Louis Arthur Grimes School of Law University of Liberia
2009	Bachelor of Science Economics (BSc.) Minor in Sociology	University of Liberia

3. Functional Expertise and Experience

- Five plus years of senior management experience; successful execution and governance of strategic plan with emphasis in business development, customer relationship management, negotiations and representation of complex business ventures.
- Strong leadership and resource management skills –resource planning/mobilization, budgeting; project implementation, monitoring; financial management and reporting.
- Skilled in contract negotiations for effective and maximum value to and on behalf of representatives.
- Experienced in managing a wide range of variables and corresponding deliverables for effective project implementation -*reports, feasibility studies, governmental relations, environmental impact assessments, concessions.*
- In-depth understanding and application of domestic and international regulatory requirements and laws coupled with international best practices to enhance transparency, competitiveness and overall sustainability.
- Proven ability to work effectively in politically and culturally sensitive environments and dispute resolution skills;
- Excellent communication, presentation, teambuilding and proven negotiation/advocacy skills
- Proficient in Microsoft Works

4. Professional Experience

General Manager

International Law Group
March 2017 - Present

Role summary

- Provide leadership, guidance, strategic direction, and day-to-day supervision for staff, working across all departments within the Firm.
- Head day to day operational management of the Practice with emphasis on execution of strategic plan to include Budgeting/Financial Management and Reporting; Business Development and Client Relationship Management with primary responsibility of driving client base and providing strategic advisory/legal services to clients for successful outcome; insuring timeliness in execution and value for money.
- Provide operational supervision and management of a total staff of fifteen to include administrative and legal team of xx lawyers. Report scorecard and milestones to Managing Partners.
- Lead legal/advisory activities for several high profile corporate clients, providing in advisory services on the domestic/international regulatory and legal requirements for compliance and effective execution of business activities.
- Play lead role in reimagining and managing complex client related public relations/perception challenges to mitigate brand erosion and enhance value.

Head of Litigation

International Law Group
March 2013 - Present

Role summary

- Supervise ILG's staff attorneys
- Served as principal litigator effectively representing clients' interests in complex legal matters affecting personal and business transactions. This involved working with major internal and external stakeholders to include the coordination with Associating Firms.
- Develop and maintain caseload at various courts within the Court System; ensure marginal increases in case load, i.e. growing pipeline of cases;

manage all aspects of litigation docket and non litigation transactions and coordinate meetings with clients and other stakeholders.

- Monitor attorney workflow. Oversee litigation including legal research, filing of pleadings with courts, attend hearings, motion hearings, brief writing, and provide legal advise to clients.
- Review contracts, Prepare contracts, Lease Agreements and other Legal Document for clients.

Mediator

Association of Female Lawyers of Liberia (AFELL)

March 2010 – March 2013

Role summary:

- Mediate domestic relations for amicable or legal resolution
- Hold conferences to amicably mediate issues around child support and forward persistent non support cases to Court
- Mediate and attend to issues of sexual and gender based violence and or abuse.
- Advocate of the rights of women
- Advocate for women victims of Sexual and Gender Base Violence
- Advocate for human rights and Gender Equity

Public Relations Officer

Supplying West Africa Traders

February 2010 - 2011

Role summary:

- Led the development and execution of the company's public relations strategy. Served as lead in managing and growing the Company's brand awareness with the public.
- Managed all in-house legal matters and advised management on the need to seek external legal services on a need basis.

- Forwarded legal issues to retained firms
- Represented the company at various meetings with vendors, suppliers, regulatory bodies and land- lords.

5. **Professional Associations**

Member	Liberia National Bar Association	2013-Present
	Association of Females Lawyers of Liberia	2010-Present
Member	JSGB legal Services	2016-Present