

MAAME SENKYERE BOATENG

Email: mbsenkyere@gmail.com Phone: +233 50 507 9148 Address: Haatso, Accra, Ghana

PROFILE

Maame Senkyere is a dedicated and dynamic lawyer with a strong aptitude for analytical and critical thinking and is passionate about pursuing a career in *Arbitration, Corporate and Commercial Practice, and Litigation*. Through multiple internships with leading law firms and international organizations, she has honed exceptional skills in legal research using library and web-based tools, drafting with keen attention to detail, organization, and meeting critical deadlines. She is eager to cultivate valuable experiences and is poised to make significant contributions to team success.

EDUCATION

Ghana Institute of Management and Public Administration | February 2024-December 2024

Masters of Law Degree(LL.M)- International Trade and Business Law

Relevant Courses : Oil and Gas law | International Commercial Law | International Investment law | World Trade Organization (WTO) law

Ghana School of Law, Accra, Ghana | October 2021 – October 2023

Professional Law Course

Relevant Courses: Company & Commercial Practice | Alternative Dispute Resolution | Drafting | Legal Accounting | Civil Procedure |

Kwame Nkrumah University of Science and Technology, Kumasi, Ghana | November 2021

Bachelor of Laws (LLB) - **Second Upper-Class Honors**

Relevant Courses: Banking and Insurance Law | Taxation | Company Law | Intellectual Property Law || Commercial Law | Contract Law | Immovable Property

WORK EXPERIENCE

Volta River Authority

Pupil | November 2023- May 2024

- Attended board meetings, general meetings, and other key corporate gatherings of organizations as a company secretary. Led the drafting of accurate minutes and reports.
- Researched on complex matters governing energy law , oil and gas law, labor law and land law to assist in reviewing of contracts and in case preparations and strategies with little to no supervision
- Directed the coordination of client conferences and conducted interviews to obtain relevant information. Delivered preliminary guidance on case strategy ensuring the satisfaction of our clients

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- Drafted legal processes and documents which include witness statements, application for injunction, written submission and other pleadings

Robert Smith Law Group

Legal Intern || July 2023 – September 2023

- Conducted extensive research primarily on complex matters of civil procedure, arbitration, and commercial law to assist in case preparations and strategies, with little supervision, ensuring critical deadlines are met.
- Drafted 15+ weekly legal processes and documents including written submissions and pleadings with keen attention to detail and collaborated with the firm's clerk to file court processes and documents.
- Attended virtual and in-person court sessions in a variety of commercial and civil cases to observe proceedings and gain practical experience.
- Led the organization of client conferences and conducted client interviews to gather essential information and provided preliminary advice on case strategy, ensuring client satisfaction.
- Participated in two internal moot court sessions, developing strong skills in analytical thinking, argumentation, and advocacy.

National Entrepreneurship and Innovation Programme

National Service Personnel - Business Support Department | October 2022 – June 2023

- Assisted nearly 30 entrepreneurs by delivering hands-on support in business development, including business planning, market research, and strategic development.
- Provided guidance on compliance, legal requirements, and regulatory procedures, enabling startups to navigate the business landscape effectively.
- Supported the incubation of 8 startup businesses, offering business resources and curating mentorship opportunities and lead generation strategies.
- Assisted about 15 startups and small businesses in accessing funding and investments in collaboration with other government agencies like the Ghana Investment Promotion Centre by supporting them with the preparation and submission of funding applications, and connecting them with potential investors.
- Monitored and evaluated the progress and performance of supported businesses and provided periodic recommendations for improvement.

OAK & WUUDS Law

Legal Intern || August – September 2022

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- Member of the team that advised and represented 3 multi-national banks in relation to a dispute arising from debt recovery post the Banking Sector cleanup.
- Attended board meetings, general meetings, and other key corporate gatherings of organizations we represented as corporate secretaries. Led the drafting of accurate minutes and reports.
- Researched relevant literature on corporate and commercial matters including debt recoveries as well as small-scale mining.
- Conducted thorough due diligence for the setting up of businesses and corporate transactions.

Africa Investment Group

Legal Intern || July - August 2018

- Supported market entry research to support foreign businesses in setting up businesses in different African countries including Nigeria and Kenya.
- Analyzed various regulatory guidelines applicable to foreign businesses and drafted memos based on my findings for internal circulation within the Africa Investment Group Network.
- Conducted thorough due diligence on businesses prior to matching them with implementation partners and investors.
- Supported office administration by documenting, routing business correspondence, and acting as an immediate point person for clients.

Paintsil, Paintsil & Co.

Legal Intern || July - August 2018

- Acted as an immediate point person for clients, organizing client interviews meetings, and initial consultations.
- Conducted research on matters of contract law, immovable property, and conveyancing and drafted initial case briefs to support case preparations.
- Led the drafting of client memoranda and agreements.
- Attended court proceedings to gain practical insights into litigation practice.
- Supported the management of the day-to-day administration of the firm including scheduling meetings, calendar management, and accurate documentation.

PROFESSIONAL MEMBERSHIPS

Chartered Institute of Arbitrators Ghana – Member

Young International Arbitration Group – Member

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ONLINE CERTIFICATE COURSES

Alternative Dispute Resolution | August – October 2022

SKILLS AND KEY COMPETENCIES

Technical Competencies: Arbitration | Legal Drafting & Research | Civil Procedure | Debt Recovery | Regulatory Compliance | Client Conference

Soft Skills: Analytical Thinking | Communication | Problem-Solving | Team Collaboration | Management | Multitasking

IT Skills: Microsoft Office Proficiency (Word, Excel, PowerPoint)

OTHER INTERESTS AND HOBBIES

Travel | Fictional Stories | Photography | Movies (Romance, Sci-Fi, Comedy)

REFEREES

AVAILABLE ON REQUEST