

HARRIET ABOAGYE – KUMI

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Date of Birth: 24/03/1999

OBJECTIVE

A highly motivated and goal-oriented lawyer who seeks to contribute her in-depth legal knowledge in all practice areas to this firm.

SKILLS & ABILITIES

- Strong ability to conduct legal research
- Excellent understanding of the Court system and legal terminologies
- Excellent analytical skills
- Effective time management
- Excellent and persuasive communication skills
- Good interpersonal skills
- Hands-on skills in managing case files and conducting client interviews
- Excellent public speaking skills
- Team Player
- Proficient in Windows/Mac and Microsoft Office Suite (Word, Excel and PowerPoint)

WORK EXPERIENCE

INTERN – OPOKU AND ASSOCIATES

June 2019 – July 2019

- Assisted with the drafting of contracts, affidavits and letters.
- Researched briefs as well as written opinions of Judges.
- Performed basic administrative needs such as scanning, typing, printing needed documents, writing emails, sending and receiving case files.
- Attended trials and hearings.

STUDENT LEGAL ADVISOR – EVANDY HOSTEL

2019/2021 Academic Year

- Advised leadership on all legal issues.
- Participated in all sittings organized by the dean of students about suits brought against the leadership of the school (SRC).
- Ensured legal compliance in all matters.

INTERN – MINISTRY OF JUSTICE AND ATTORNEY-GENERAL’S DEPARTMENT

August 2022 – September 2022

- Assisted with the drafting of various advisory memoranda
- Conducted legal researches
- Participated in various educational seminars and launches

INTERN – KWABENYA CIRCUIT COURT

July 2023 – September 2023

- Conducted legal researches
- Experienced first-hand the conduct of civil cases in court

PUPIL – NTRAKWAH & CO.

November 2023 – May 2024

- Contributed to the successful litigation of cases and achieved favorable outcomes
- Experienced first-hand the conduct of cases in court
- Conducted legal researches
- Contributed to the registration of various trademarks and patents
- Contributed to the registration of various companies
- Contributed to the provision of comprehensive legal opinions and due diligence on various matters
- Drafted and reviewed various contracts and conveyances.

EDUCATION

GHANA SCHOOL OF LAW – ACCRA MAIN CAMPUS

Program – Professional Law Course (PLC)

November 2021 – July 2023

UNIVERSITY OF GHANA – LEGON, ACCRA

Program – Bachelor of Laws (LLB)

September 2017 – July 2021

OKUAPEMMAN SCHOOL

Program – General Arts

October 2014 - June 2017

ACHIEVEMENTS

- **Head Girls' Prefect – Okuapemman School**
2016/2017 Academic year
- **Vice – President of the SRC – Okuapemman School**
2016/2017 Academic year
- **2017 Best Economics Student**
- **2017 Best Geography Student**
- **2017 Best Debate Student – Okuapemman School**
- **Second in the 2016 National Debate Competition for Senior High Schools**
- **Student Legal Advisor to Evandy Hostel – University of Ghana**
2019/2020 Academic year