

MAAME YAA SERWAA BOAKYE

mysboakye@gmail.com| 0267208669| Accra

PERSONAL PROFILE

A highly motivated, eager professional keen to embrace new challenges. Possess a strong work ethic, a high level of adaptability and exceptional interpersonal skills. A graduate of the University of Professional Studies, Accra Law Faculty and a final-year student of the Professional Law Course at the Ghana School of Law for the 2023/2024 academic year. Outstanding legal research, writing, technical, and problem-solving skills as well as detail-oriented and quick to grasp new concepts. Seeking pupillage opportunities to further enhance legal knowledge and contribute to the growth of a dynamic legal practice.

KEY SKILLS

- **General Skills:** Legal Research & Writing, Case Analysis, Team Collaboration. Planning & Organisation, Attention-to-Detail
- **Information Technology:** proficiency in Microsoft Office (Word, Excel, Outlook, Teams and PowerPoint).

WORK EXPERIENCE

Kulendi@law | Airport Residential, Accra | Internship

January 2024- September 2024

- Conducted in-depth research on relevant laws and legal precedents to furnish attorneys handling cases with comprehensive legal support for court proceedings, facilitating informed decision making and bolstering our ability to construct compelling arguments and strategies.
- Reviewed and refined diverse legal arguments and processes, meticulously editing them to ensure grammatical accuracy and adherence to high standards of language proficiency.
- Drafted applications and other procedural documents by following established precedents, ensuring adherence to legal standards and consistency in content and format.
- Participated in client meetings alongside senior team members, where I was given the opportunity to engage clients by posing insightful questions and offering valuable contributions to enhance the overall process and client experience.
- Attended court proceeding with senior team members, actively observing the proceedings and advocacy strategies in action to gain valuable insight and contribute effectively to the legal team's effort.

Judicial Service of Ghana | High Court Labour & Industry Division- Accra. Internship

July 2022- Oct 2023

- Effectively prepared legal opinions including topics such as unlawful or wrongful dismissal and Estoppel by conduct.
- Conducted thorough analysis on distinctions between casual, contract, part-time, and temporary employment arrangements.
- Conducted legal research and analysis.
- Authored an article exploring the future trajectory of labour law in Ghana, highlighting emerging trends and making informed predictions.
- Successfully researched case law to help with ongoing employee relations cases.

Judicial Service of Ghana | High Court Human Rights Division - Accra. National service personnel

Nov 2022 - Oct 2023

- Successfully tracked cases, managed electronic and physical records, created new case files, entered filings, hearings, trials and judgments and closed cases when complete.
- Effectively examined legal documents and assured adherence to laws and court procedures.
- Gained useful experience in the E-Justice System and specifically made sure processes were filed within statutory time.
- Updated and maintained court calendar, responded to inquiries about court procedures and resolved scheduling conflicts with attorneys.
- Tracked exhibits admitted during court hearings and updated documents.
- Conducted legal research, contributed to case preparations and assisted in court proceedings.

K.A Yankyera Legal Services (Chambers) | Internship

June 2021- July 2021

- Prepared a presentation on Governing Law, Jurisdiction Clauses and Enforcement.
- Assessed the Company's Act and Due diligence requirements and drafted various case briefs.
- Attended Court hearings with my senior team members.
- Effectively researched on applicable laws and legal precedents in order to provide legal support to attorneys working on cases.
- Successfully authored a comprehensive analysis on case law pertaining to the enforcement of Human Rights and Insurance regulations in Ghana.

EXTRACURRICULAR EXPERIENCE

- Active participant in round table discussions organised by UPSA Law School, focusing on emerging legal issues, including "Digital Currencies, Regulated Banking, and the Future of Money."
- Delivered impactful presentations as a speaker during young ladies' seminars at church, addressing women's rights and employment opportunities, aligning the discussion with skills acquired through academic pursuits and vocational training.

VOLUNTEERING

- Provided valuable support to ministry teams during congregational outreach to the Sakumono Community Hospital and prison cells - **2023**
- Collaborated with a team of volunteers to donate clothes to disadvantaged communities - **2023**

EDUCATION

Ghana School of Law — B.L in Professional Law Course | October 2022 - October 2024

University of Professional Studies Accra | L.L.B Bachelor of Laws | June 2022

REFERENCES

Mr. Frimpong Kwateng-Amaning

Former Director of the Real Estate Division, Ministry of Finance

Former Technical Advisor to the Director-General, National Development Planning Commission

Fkwatengamaning@gmail.com

0548775731

Mr. Kwame Owusu, ESQ

Barrister and Solicitor of the Supreme Court of Ghana

0268787400