

MANUELA ELIM SEBUABE

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PROFESSIONAL SUMMARY

An industrious and smart young lady aspiring to be an experienced practitioner of the Law with passion for FinTech, Corporate and Commercial Practice, Oil and Gas and Mining.

EDUCATION

- **Ghana School of Law, Accra.** **2022-2024**
Professional Law Course
- **University of Ghana, Legon** **2018-2022**
Bachelor of Laws
- **Wesley Girls' High School, Cape Coast.** **2015-2018**
General Arts
- **Creator Schools Limited, Tema.** **2015**
JHS

PROJECTS / ACHIEVEMENTS / AWARDS

- University of Ghana Law Faculty Essay Writing Competition (Top 5). **2021**
- Proficiency Award (Wesley Girls' High School). **2018**
- Computer Wizard Award (Bronze). **2012**
- Dr UN Secretary-General Writing Competition Award **2012**
- The National Hard Spell Spelling Bee Competition (1st runner-up). **2013**
- Overall Best Student (Creator Schools Limited). **2012, 2013, 2014**

WORK EXPERIENCE

Fugar & Co. **June 2019-August 2019**

- Worked as a legal intern
- Responsible for reviewing legal documents, drafting documents, accompanying my senior to observe court proceedings, researching on specific topics

Globetrotters Legal Africa **August 2021-September 2021**

- Worked as a legal intern
- Responsible for legal research, compilation of legal documents, client conferencing, drafting of documents, reviewing legal documents

Calbank PLC**November 2022-October 2023**

- Worked as a National Service Personnel
- Responsible for customer care relations and teller

Abada & Co.**February 2024- to date**

- Worked as a legal intern
- Accompanied my Senior to court to observe court proceedings
- Reviewing legal documents, drafting documents, researching on various topics

LEADERSHIP EXPERIENCE**Senior Prefect (Head Girl) in Creator Schools Limited.****2014-2015**

. Represented the student body and served as a liaison between students and the administration

Electoral Commission Representative (Ghana School of Law).**2023**

. Disseminated information and handled all processes with regards to the electoral process

Deputy Program and Project Head of the University of Ghana Student Representative Council. 2021/2022

. Project lead for the University of Ghana SRC Skill-up for Jobs BootCamp Project, overseeing the training of 1000 students to equip them with essential skills for the job market

SKILLS AND INTERESTS

- . Computer Skills - Proficient in Microsoft Word, Excel, PowerPoint, Graphic Designing
- . Languages - Fluent in English, Ewe and Akan Language, Beginner French and Chinese
- . Legal Drafting and Mooting at School level
- . Researching on various topics
- . Ability to work independently and as part of a team
- . Experience in managing budgets and handling financial documents
- . Public speaking
- . Analytical skills

REFERENCES

Mr. Martin Luther Kpebu

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Mr Issah Ahmed

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