

JAMES OTOO, ESQ
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PERSONAL PROFILE

I am self-motivated, multi-tasked, assertive and solution driven in my approach with excellent organizational skills. A good teamwork player, analytical and progressive minded. I am equipped with good research, writing, presentation and advocacy skills which I have acquired from teaching law and internship and pupillage. I look forward to a challenging yet fulfilling career in Litigation, Corporate and Commercial Law practice where my knowledge in Management, Accounting, Taxation and Law would be fully utilized.

EDUCATION

INSTITUTION	COURSE	CLASS	DATE
University of Ghana	Master of Laws (LLM): Tax Law, Policy and Practice		Jan-Aug 2023
University of Cape Coast	Bachelor of Laws	FIRST CLASS	2018-2021
University of Cape Coast	Bachelor of Management Studies	FIRST CLASS	2013-2017

PROFESSIONAL QUALIFICATION	DATE
Ghana School of Law Professional Law Course	2021-2023
Chartered Institute of Taxation, Ghana (CITG)	2021-2023
Institute of Chartered Accountant, Ghana (ICAG)	2017-2020

HONORS AND AWARDS	DATE
Winner for Sam Okudzeto & Associates	Dec.2022
Essay Competition, 50th Anniversary	
Overall Best Graduating Male Student (Faculty of Law-UCC)	2020/2021
Deans Award-Summa Cum Laude 1 st Runner-up	Mar.2021
“The Law Challenge” held at TV3 organised by Touch World Financial Consult	Oct. 2019
Deans Award-Magna Cum Laude	May.2019

WORK EXPERIENCE**DATE****Versus Legal & Advocacy (Accra) (Pupillage)****Nov 2023 to date**

- Conducting legal research
- Drafting pleadings and written submissions
- Drafting contract
- Assisting my superior during client conference and case management conference
- Writing letters
- Representing the firm in the preliminary stages of litigation

Sam Okudzeto & Associates (Accra)**July-Sept 2023**

- Conducted legal research and wrote legal opinion
- Reviewed legal documents
- Drafted statement of claim, statement of defence, witness statement, affidavit, injunction application

Cape Coast Circuit Court**Aug-Sept 2022**

- Conducted legal research and wrote legal opinion

Course Tutor, UCC College of Distance Education (weekends only)**2021 - Date**

- Responsible for teaching the following courses at College of Distance Education:
 - ✓ Business Law
 - ✓ Company and Partnership Law
 - ✓ Policy and Legal Aspect of Procurement
- Responsible for exams scripts

Teaching Assistant, UCC School of Business, Regular Stream**2017-2021**

- Assisted in teaching Business law, Company and Partnership law.
- Assisted in gathering and reviewing legal documents such as case law and Companies Act 2019 (Act 992)
- Assisted in marking exams scripts

KEY SKILLS

- Ability to conduct legal research
- Ability to review, evaluate and analyze legal documents
- Ability to exercise a high sense of professionalism
- Ability to meet deadline and adjust to situation
- Good oral and written communication skills
- Ability to make use of Microsoft office
- Highly dedicated, result-oriented, and keen for success
- Efficient critical thinking skills

REFERENCE

Mr. Emmanuel Broni-Bediako

Versus Chambers

Mr. Felix Apraku Awuah, Esq

Faculty of Law, UCC

0550136888