

GRACE YALLEY

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Personal profile

I am a career-oriented individual who is deeply interested in the legal profession. As a quick learner, I have the capacity to swiftly adjust to unforeseen circumstances. I am able to achieve desired goals whether I work on my own or as part of a team. I am dedicated to continuous self-improvement; hence I devote time and effort towards enhancing my skills for greater task efficiency. I am extremely confident in my ability to deliver results and uphold the trust placed in me. My work principles emphasize on completing tasks deadlines as opposed to postponing them

Relevant skills

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- | | |
|-------------------------------|--------------------------------|
| ▪ Case management | ▪ Administrative legal support |
| ▪ Drafting and mootng | ▪ Research and Development |
| ▪ Critical thinking | ▪ Active listening |
| ▪ Confident Communicator | ▪ Multi-task management |
| ▪ Collaboration and team work | ▪ Negotiation |

Education

Ghana School of Law	2022-2024
Professional Law Course	
Ghana Institute of Management and Public Administration (GIMPA)	2018-2021
Bachelor of Laws	
University Of Ghana	2007-2011
Bachelor of Arts Psychology and Sociology	

Work Experience

LEGAL AID COMMISSION, ACCRA	JANUARY 2024 – AUGUST 2024
<i>Internship Roles</i>	
▪ Client Interviews	
▪ Drafting of Legal processes	
AMANFROM DISTRICT COURT, ACCRA	JULY 2023 – SEPT 2023
<i>Internship Roles</i>	
▪ Observed civil and criminal cases in court	

- Research on topics assigned to me.
- Researched on Adoption of Proceeding
- Participated in moot court

GLOBAL INVESTMENT BANKERS

NOVEMBER 2017 – AUGUST 2019

Position: Investment Advisor/Client Service

Duties

- Able to determine risk tolerance
- Analyze investment options
- Provide investment recommendations
- Comply with regulations and have legal knowledge about the investment industry
- Maintain account lists and compile statistical information and reports
- Process and follow up on client documentation for proper maintenance of accounts
- Assist with servicing existing clients and prospecting for new clients
- Explain products and services recommended to clients and answer their general questions
- Perform various administrative duties and conduct research as required
- Carry out all the checks and test necessary to ensure that the operations and the business are in accordance with the securities laws, rules and regulations.
- Ensuring that all employees are kept of the laws, rules and regulations pertinent to their areas of responsibilities.

TOVILA WATER SOLUTIONS

MAY 2017 – OCTOBER 2017

Position: Administrative Secretary

Duties

- Managing and distributing information within the office
- Answering phones, taking memos and maintaining files
- Organise & schedule meetings and book appointments
- Maintaining contact lists
- Research and creates presentation
- Prepares company's proposal as well as marketing tools
- Answer and directs calls

ASN FINANCIAL SERVICES

SEPTEMBER 2015 – SEPTEMBER 2016

Position: INVESTMENT OFFICER/ CLIENT SERVICE

Duties

- Market company's products to potential clients
- Provide excellent customer service to designated accounts.

- Inform existing clients on the new updates the existing products
- Get more clients in order to increase the cliental base
- Work closely with team leaders to close deals
- Act as advisor and consultant to both the existing and potential client.
- In the field generating sales on a daily basis
- Analyze investment options
- Provide investment recommendations

BLUE ROSE LIMITED

January 2014 – June 2015

Position: ADMINISTRATIVE/MARKETING OFFICER

Duties

- Market company products to current and prospective clients
- Help he day to day running of administrative and office duties
- Establish and maintain current client and potential client relations
- Identify and assist clients in resolving their concerns
- Develop and implement special sales activities to reduce stock
- Participate in marketing seminars, housing fairs and exhibitions.
- Help in the Operations of the marketing department

ANGLOGOLD ASHANTI

August 2013 – October 2013

Position: Intern, Community and Social Development

Duties

- Write reports about the pressing needs of the communities surrounding the mine and present it to management
- Write reports about any damage the company has done to surrounding communities and the way forward to prevent it from reoccurring
- Take minutes during meetings

OBUASI GOVERNMENT HOSPITAL

OCTOBER 2011 – JUNE 2013

Position: NATIONAL SERVICE PERSON

Duties

- Assist in planning and organizing management review meetings, workshop and seminars with stakeholders.
- Contribute to planning, management and maintenance of physical assets in the department
- Contribute to the development and implementation of department's plans and budgets.
- Contribute to the preparation and submission of periodic operational reports on support services in the facility.

- Act as a Secretary to the Hospital Dental Unit and play active role in the implementation of the department decision.
- Take active part in the activities of clerical, administrative and other support service staff in the department
- Perform any other official duty that may be assigned

References

- Her worship Emelia Abruquah
Magistrate
Amanfrom District Court
0244222429
- Joseph Opoku-Adjei
Head of Business Operations

Pent assets and wealth. management

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