

Lorraine Grace Mansah OFORI

+233 542822767 / +233 501890119

lorraine.ofori@gmail.com

Accra, Ghana.

Languages

Fante (Native)
English (Native)
French (Intermediate)

Skills

Computer Literacy
Touch Typing – Up to 40 WPM
Proficient in Microsoft Word, Excel, PowerPoint

Summary of Qualifications

An open-minded, well-mannered and highly motivated individual committed to achieving her goals through hard work.

Education

December 2022 – Present

Professional Law Course and Certificate Qualification

Ghana School of Law, Accra

Courses: Law of Evidence, Criminal Procedure, Civil Procedure, Legal Accountancy, Law Practice Management, Alternative Dispute Resolution, Company and Commercial Practice, Family Law, Interpretation of Deeds and Statutes, Conveyancing and Drafting, and Advocacy & Legal Ethics

August 2018 – September 2022

Bachelor of Laws (LLB) – Second Class Honors (Upper Division)

University of Ghana, Accra

Courses: Law of Contract, Constitutional Law, English for Law Students, Logic for Law Students, Chemistry & Life, Legal Systems, Torts, Law of Immovable Property, Criminal Law, Public International Law, Gender & the Law, Social Framework of Economic Development, Company Law, Commercial Law, Conflict of Laws, Natural Resources Law, Environmental Law, Jurisprudence, Equity & Trusts, Succession, Intellectual Property Law, International Trade Law, Law of Taxation

2015 – 2018

WASSCE Certificate

Kumasi Wesley Girls' High School, Kumasi

Leadership Roles: Head Prefect, 2017-2018; SRC Vice President, 2017-2018

Awards: Best Student, General Arts – 2017; Best Student – 2016

Work Experience

February 2024 – August 2024

Intern: Freshfields Law Consult

Drafted over ten (10) witness statements on behalf of clients of the firm; Assisted in drafting and reviewing closing addresses; Research assignments; Drafted contracts for sale on behalf of clients; Reviewed legal documents presented to clients in respect of land matters; Briefed cases

January 2024 – Present

Writing Assistant: KYB Consulting Ltd

Drafted over twenty (20) SOPs to international universities; Drafted a Dissertation a 7000-word dissertation on the legal implications of sperm donation; Researched and drafted an essay on the Intellectual Property Law Issues arising from the use of Artificial Intelligence; Assisted clients with Poster Presentation in identifying the Supply Chain Management system of and challenges facing the Microsoft Corporation

October 2023 – January 2024

Intern: KYB Consulting Ltd

Assisted clients with Statements of Purpose for applications to international universities; Drafted recommendation letters for clients for admission to international universities; Drafted a business proposal for use by an international insurance company

July – September 2023

Legal Intern: Peasah-Boadu, Amenano & Co PRUC

Research work; Drafting written submissions for use in court proceedings; Note-taking during court proceedings; Assisting in case filing and sorting; Note-taking and assisting during client meetings; Drafting Witness Statements; Drafting Statements of Claim and Defence

January – February 2023

Legal Intern (NSS Personnel): Ghana Investment Promotion Centre (GIPC)

Research work; Transferring logged paperwork trail unto a digital system; Providing information about BITs and TTAs to callers; Recording incoming and outgoing internal memos; Recording incoming and outgoing legal documents

June – July 2019

Legal Intern: GAISIE ZWENNES HUGHES & Co., Takoradi

Research work on land law; Note-taking during court proceedings; Research on current law regarding spousal property; Assisted when called upon

August – September 2019

Secretary / Typist: BENORI Solutions, Takoradi

Interacting with clients; Typed numerous documents; Increased typing proficiency

Volunteer Experience

February 2024 – Present

Sports-Giving Network

September 2023 – Present

Maltiti Foundation

June 2018 – Present

FOR THE FUTURE (FTF) Foundation, Ghana

Donations to needy and deprived children and students in various communities in Ghana

References

Kwame Amenano-Tannor
Managing Partner
Peasah-Boadu, Amenano & Co
3rd Floor, Gulf House Building
Airport West, Accra
quamitt@yahoo.com
0249554899

Dodzi Koku Hattoh
Executive Director
DA Humanitarian Foundation
Accra
dodzihattoh@gmail.com / Dodzi_KokuHattoh@dahumanitarianfoundation.org
+233 55 314 6616