

Tracy Opoku-Ware

(0)557467862

Madina Estate, Accra

tracy_garrington@yahoo.com

About Me

I am a dedicated student of the Ghana School of Law who is proficient in deep and accurate research. I have demonstrated knowledge in drafting minutes, contractual agreements, charge sheets, bills of indictment and have first-hand experience of courtroom as well as mini trials. I have established knowledge and experience in substantive law and legal procedure. I am comfortable with initiative-taking and working fast-paced environments with multiple and ever-changing priorities. I am also able to work under little to no supervision and I am confident about excelling in a collaborative environment.

Experience

Intern (February 2024 - Current)

Adenta Court Complex (Circuit Court, District Court)

- Observing court proceedings
- Participated in moot court sessions as plaintiff/defendant
- Practiced writing judgements

Intern (July 2023 - September 2023)

Zenith Bank Ghana Limited

- Engaged in legal research
- Drafting Memorandum
- Observed Garnishee Proceedings
- Explored written submissions

Intern (October 2021 - October 2022)

Attorney General's Department, Kumasi

- Drafted charge sheets
- Drafted bills of indictment
- Report Writing
- Minutes Writing
- Learnt how to move motions.

Intern (July 2019-September 2019)

Ghartey and Ghartey

- Assisted with preparation for trials and meetings
- Undertook research and wrote memoranda
- Performed administrative duties

Skills

- Creativity
- Teamwork
- Time Management
- Leadership
- Microsoft Office
- Communication
- Highly Organized
- Ability To Use Legal Databases to Research Law Effectively

Membership

- Member of Eve Ghana

Languages

- English
- French

Hobbies

- Reading
- Listening To Music
- Cooking

Intern (June 2018-September 2018)

Parliament of Ghana

- Performed as an administrative assistant
- Assisted in the correction and printing of order papers
- Reporting and analysis

Education

Ghana School of Law (2022-Present)

Professional Law Course (BL)

Kwame Nkrumah University of Science and Technology

(September 2017-June 2021)

Bachelor of Laws (LL. B)

International Community School

June 2013-September 2017

Diploma ('O' and 'A' Level)

Volunteer Experience

UNCITRAL Days in Africa

Participant

27th November 2023

- Shared opinions on International Trade Law
- Opportune to meet dignitaries
- Discussed the legal infrastructure of global commerce
- Discussed legal issues relating to electronic commerce

Founder of The Keeper's Foundation

June 2020-Present

- Identifying needy and vulnerable people
- Raising funds through business and events
- Planning and coordinating with my team

- Supporting the less privileged

Delegate at Life Link Tertiary Model United Nations

July 2018

- A 3-day conference
- Member of the DISEC (Disarmament and International Security)
- Represented Sweden
- Discussed Foreign intervention in Armed Civil Conflicts
- Production, Possession and Use of Nuclear Weapons

Leader of Young African Leaders Club

June 2015-2017

- Donated essentials to schools at Pakyi No.1, Kumasi
- Tutored pupils of Pakyi School especially on how to read

Reference:

Mr. Ernest Ayeh
Principal State Attorney
Attorney General's Department, Kumasi
0246406110