

TRACY EYRAM TATANKU ABUDEY

Accra-Ghana | (+233) 540596928 |tataankutracy@gmail.com

PROFESSIONAL PROFILE

Excellent written and verbal communication skills, as well as the ability to work effectively with clients, co-workers and management at all levels. I am detail-oriented and have excellent interpersonal, organizational, and time management abilities. I am adaptive and diligent, and I have a strong desire to learn and evolve, particularly in legal practice.

WORK EXPERIENCE & ACTIVITIES

Domestic Violence And Victim Support Unit

Accra

Research Assistant (Student Intern) to the Judge (Circuit Court)

*Feb.
2024 till date*

Ghana Ports and Harbours Authority

Tema

National Service Person (Legal Department)

*Dec. 2022 –
Sept 2023*

- Awarded Best National Service Person of the Department.
- Performed clerical duties and supervised interns.
- Coordinated meetings.
- Observed proceeding in court.

Ghana Ports and Harbours Authority

Tema

Intern (Legal Department)

Oct. 2021

- Drafting and filing processes at court.
- Research assistant
- Observed proceeding in court.

Massira

East Legon

Volunteer

*June 2018-
2019*

- Research Assistant
- Coordination of events
- Curation of content for social media

EDUCATION

Ghana School of Law

Professional Law Course
date

Nov. 2022 till

Corporate Partners

Training on Employability skills

Aug. 2023

Ghana Institute of Management and Public Administration

L.L.B

July 2022

Holy Child School

WASSCE

2018

SKILLS & INTERESTS

Skills: Languages (English, Ewe, and Twi), Proficient in Microsoft Office, Excel and PowerPoint

Interests: Writing, Reading, Swimming

REFERENCES

Her Ladyship Dora Inkumsah Eshun

Anita Biney

(DOVVSU CIRCUIT
COURT)
(GPHA)
(0244369983)