

VANESSA OSEI BARIMAH

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Summary

Newly enrolled lawyer and graduate of the Ghana School of Law, with experience in managing litigation documentation, scheduling client appointments, and researching local court procedures. Seeking to further develop my understanding of Ghana's legal processes.

Skills

- Local Court Procedures
- Legal File Maintenance
- Filing of Legal Agreements
- Relationship Building and Rapport
- Legal Research
- Summary Writing
- Microsoft Office
- Case Summaries
- Publication Review
- Legal Terminology
- Correspondence and Legal Forms Drafting
- Deposition Briefings
- Conflict Resolution
- Report Writing
- Document Management
- Information Confidentiality
- Filing System Organization
- Complex Problem Solving
- Database Searching
- Critical Thinking
- Verbal and Written Communication
- Project Oversight
- Legal Projects
- Case Management
- Appointment Setting
- Appointment Scheduling
- Good Judgment and Decision Making
- Team Building
- Dependable and Reliable
- Schedule Coordination
- Task Prioritization
- Deadline Monitoring
- Case Logistics
- Court Policies and Programs
- Work Prioritization
- Customer Service
- Quality Control
- Administrative Support
- Proofreading and Editing
- Attention to Detail
- Flexible Schedule
- Presentations and Public Speaking

Work Experience/Internship

Legal Intern | District Court 2 Madina – Accra | 01/2014 - 08/2024

- Actively observed court proceedings to gain insights into the judicial process.
- Assisted in the drafting and writing of judgements, enhancing my legal writing skills.
- Conducted comprehensive research assignments to support ongoing cases and legal inquiries.
- Analyzed legal information and proofread material for errors.

Legal Intern | AB and David Law – Accra | 08/2023 - 09/2023

- Managed client communications by addressing inquiries and providing relevant information.
- Drafted civil proceedings, ensuring compliance with legal standards.
- Reviewed articles and blogs, enhancing understanding of current legal trends and issues.
- Assessed legal documents for accuracy and clarity.
- Engaged in weekly meetings with the legal department, contributing to discussions and decision-making processes.

National Service Personnel | Law court complex (Land court 11) – Accra | 11/2022 – 03/2023

- Efficiently managed the judge's diary to ensure optimal scheduling.
- Accurately recorded the day's proceedings in the E-Justice system.
- Organized and delivered dockets for court proceedings promptly.

Legal Intern | Omaboe Boakye Boateng and Associates – Kumasi | 06/2018 - 09/2018

- Responded to client calls and inquiries to deliver applicable information.
- Analyzed legal information and proofread material for errors.
- Attended and actively participated in weekly legal department meetings.
- Demonstrated working with people across different social identities and backgrounds.
- Worked independently to meet deadlines and achieve objectives for special projects.
- Observed depositions and court proceedings to prepare case summaries.
- Analyzed facts and case law to determine possible resolutions for clients.
- Produced well-researched and articulate legal briefs, pleadings and statements.
- Observed privacy laws to prevent breaches and protect data.

Leadership Experience

Course Representative | Ghana School of Law (Greenhill Campus)- Accra | 2022- 2024

- Coordinated the distribution and circulation of course materials and resources.
- Collaborated with faculty and staff to enhance the academic experience for students.
- Monitored returned materials for any issues, documenting concerns and facilitating repairs.
- Developed proficiency in Microsoft Office and other relevant software for effective communication and organization

Student Union Deputy Chair (Library Committee) | KNUST Law School - Kumasi| 01/2019 - 01/2020

- Worked alongside library staff to shelve books and organize collections.
- Organized circulation of library materials.
- Evaluated returned items for damage, noted problems and collected for repairs.
- Developed skills in Microsoft Office and other current computer technologies.
- Managed lost and found, assisting patrons in finding misplaced items.

SRC/Literacy Group President | KNUST Law School – Kumasi | 01/2017 - 01/2018

- Balanced school with extracurricular activities and built social connections for personal and professional growth.
- Followed school schedules and policies to promote safety and learning.
- Worked as team member on complex academic projects.
- Learned new methods, processes and procedures for research and writing.
- Offered tutoring support in various subjects to assist with academic needs of other students.
- Participated and contributed to various community service efforts.
- Planned and completed group projects, working smoothly with others.
- Coordinated successful student organization events and activities.
- Prepared reports, presentations and articles using Microsoft Word and PowerPoint.
- Built positive relationships with professors and assisted with research and innovation.

Education and Training

Ghana School of Law | Greenhill Campus - Accra | 2024
Professional Law Course

Kwame Nkrumah University of Science and Technology - Kumasi | 2022
Bachelor of Law

Yaa Asantewaa Senior High School – Kumasi | 2018
Wassce: General Arts

Nagies Angels Educational Centre – Kumasi | 2015
Bece: Junior High School

Languages

English:



French:



Activities and Memberships

- Judicial Council Member, Ghana School of Law, 2024
- Course Representative, Ghana School of Law, 2022- 2024
- Judicial Committee Member, National Union of Ghana Students. 2020-2021
- Judicial Committee Member, National Union of Ghana Students. 2020-2021
- Deputy Chair, Welfare Committee (Law Students Union). 2021 -2022