
ACHEAMPONG MILDRED

PERSONAL DETAILS

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NORTH

PERSONAL SUMMARY

An articulate, focused professional who has a proven history of gathering and analyzing information and then using the results of that analysis to make effective decisions and find innovative solutions to legal problems. Detail-oriented, conscientious and organized lawyer who consistently takes initiative and perseveres even in the most trying of cases. Collaborates well with diverse clients of varying socio-economic and cultural background. In search of a driven and dynamic legal firm that will utilize my knowledge and work experience and give me a chance to learn from others regarding business practices, litigation and other varied legal backgrounds.

AREAS OF EXPERTISE

Interpreting laws

Preparing legal briefs

Non-disclosure agreements

Family law

Litigation

Contract negotiation

Commercial law

PERSONAL SKILLS

Attention to details

Confidence

Tactful & articulate

Having common sense

WORK EXPERIENCE

INTEGRATED LEGAL CONSULTANTS-ACCRA

Lawyer (August 2022-Date)

Duties:

- Undertakes legal research.
- Drafting and review of legal processes, agreements, letters, and reports
- Drafting and review of court processes including Statement of Claim and Witnesses Statements.
- Drafting and review of demand letters
- Proffered Advice to clients on various areas of law
- Representing clients in court
- Conduct of due diligence exercises
- Filing of legal processes in court
- Debt Recovery
- Advising and representing client in Arbitration, Mediation and Reconciliation processes
- Reviews and drafts contracts, agreements, and other legal documentation.
- Attends meetings with various clients on diverse legal issues.

AHMED LEGAL CONSULT – ACCRA
LAWYER (October 2021-August 2022)

Responsible for not only handling personal caseloads but also assisting other lawyers in high value complex cases. Also in charge of drafting legal documents such as wills, contracts, Letters of administrations among others.

Duties:

- Managed and developed a case strategy for a diverse group of clients.
- Successfully litigated cases in full and achieve favorable results for clients
- Drafting & negotiating legal documentations for a range of clients.
- Planning and organizing workloads in order to meet business priorities
- Interpreting laws, rulings and regulations to clients
- Performed extensive research for the preparation of legal memoranda, motions, and pleadings on various legal issues
- Prepared pleadings, pre-trial motions, witness binders, exhibits and perform general duties for trials and depositions.
- Examined legal documents to determine their legal adequacy, and correct use of legal citations.

CIRCUIT COURT- ACCRA
LEGAL INTERN (June 2020 – October 2020)

- Performed legal research into laws, regulations, decisions, and other precedents bearing on legal issues for the Judge.
- Drafting legal Judgements based on a case by case decisions.
- Perform administrative duties such as managing of case files
- Assisting with preparation for trials, hearings and depositions

NTRAKWAH AND CO- Accra
LEGAL INTERN (January 2019- October 2019)

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- Participated in the drafting of legal research for attorneys
 - Coordinating trial exhibits by organizing materials and writing documentation
 - Proofreading and drafting of legal documents
 - Drafting and reviewing company agreements and professional services agreement.
 - Drafted and edited legal documents and contracts

THE COCA-COLA BOTTLING COMPANY OF GHANA LIMITED – Accra
AREA BUSINESS DEVELOPER (October 2011 to December 2017)

- Educated customers on quality and neat stocking image which increases sales
- Educated dealers on the following; promotions, price reviews, empties management and other company policies
- Advised customers on good merchandising and display of products which drives impulse purchase.
- Advised customers on utilization and care of company materials in the outlet
- Educated customers on products rotations on the FIFO (first in, first out) basis to prevent expiration.
- Explained the use and advantages of proper merchandising to customers
- Answered customers' queries and concerns about product and its profit story

KEY SKILLS AND COMPETENCEIES

- Proven ability to solve problems in a methodical and practical way.
 - Ability to communicate persuasively and clearly, both orally and in writing
 - Self-motivated and proven ability to work well as part of a team
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- Highly skilled and negotiating and debating
 - Effective management of external advisor on any project
 - Studying statutes, decisions, regulation and ordinances of quasi-judicial bodies to determine the ramification for case
 - Evaluating findings and developing strategies and arguments in preparation for presentation of case.
 - Flexibility and willingness to learn, demonstrating it through learning of new skills and applying it to ever changing environment.
 - Team player who thrives in both dependent and collaborative work environment and harmoniously work well with colleagues from varied cultures

ACADEMIC QUALIFICATIONS

Ghana School of Law (2017- 2021)

Wisconsin International University College – (2014 -2017)

BA (hons) LAW

Central University College (2007-2011)

BA English (Major), BSc HRM (minor)

OLA Senior High School (2003-2006)

General Arts

REFERENCES - Available on request

