AF 199 ADENTA-DODWA RD
BH224 MALLOW STREET
ACCRA-GHANA
GM-199-7957
0553599022
OFOSUHENEISABELLA@GMAIL.COM

OFOSUHENE PEASAH ISABELLA

PROFILE

A motivated and detail-oriented graduate from the Ghana School of Law with a strong interest in litigation and corporate practice. I am a fast learner and also an energetic individual with outstanding interpersonal, analytical, and critical thinking skills. I desire to obtain valuable experience and I am ready to contribute to the team.

EDUCATION

GHANA SCHOOL OF LAW, KUMASI CAMPUS
Professional Law Course
November 2024-present

KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY-KUMASI, GHANA
Bachelor of Laws (second class upper),
January 2021- November 2024

WESLEY GIRLS HIGH SCHOOL-CAPE COAST, GHANA
WASSCE
November 2016- June 2019

ALLIANCE FRANCAIS- KUMASI, GHANA
DELF, A 1
November 2015 and October 2022

BLESSED SCHOOL ACADEMY – DANSOMAN, ACCRA
BECE

WORK/VOLUNTEER EXPERIENCE

INTERN
KUMASI METROPOLITAN ASSEMBLY, CIRCUIT COURT

February 2026-August 2026

Job description

- Drafting of legal judgment
- Assisting in clerkship duties
- Review of legal documents for accuracy and compliance with regulations.
- Conducting legal research

NATIONAL SERVICE PERSONNEL

ATTORNEY GENERAL DEPARTMENT, ADUM- KUMASI CAMPUS

November 2024-September 2025

Job description-

- Assisted attorneys with legal research and document preparation tasks
- Participated in training sessions to enhance understanding of legal processes.
- Drafted legal documents and memos
- Reviewed legal documents for accuracy and compliance with regulations.

INTERN

KUMASI HIGH COURT 1- ADUM, KUMASI

August 2020-November 2020

Job description

- Attended court hearings to observe proceedings and taking detailed notes
- Assisting in clerkship duties
- Review of legal documents for accuracy and compliance with regulations.
- Conducting legal research

FACILITATOR/ REGULATOR

LEARN ME GHANA, KUMASI GHANA

January 2023-December 2023

Job description-

- Typing and uploading examination questions onto the website
- supervising and managing workers
- organizing training sessions
- handling of payment of salaries.
- Conducting workshops on behalf of the CEO

SALES REPRESENTATIVE/ ACTIVATION OFFICER

WE MOVE GHANA,

December 2023 – April 2024

- Advertising and educating customers about the company
- Signing up and training customer on the usage of the app and delivery service
- Below the line marketing in various communities.

VOLUNTEER AND BAILIFF AT THE THIRTY- SECOND CHRISTOF HEYNS AFRICAN HUMAN RIGHTS MOOT COURT COMPETITION -KUMASI, GHANA

September, 2023

- Acted as a Bailiff during moot proceedings
- Helped coordinate the program
- Helped to direct and settle attendees of the program

LIBRARY ASSISTANT VOLUNTEER
Law faculty library, Kwame Nkrumah university

January 2022 – June 2023

- Supported library staff with daily operations and administrative tasks
- Organized and shelved library materials according to classification systems.
- Contributed to the 24-hour library service.
- Guided visitors in using library equipment and technology effectively.

DIRECTOR OF COMMUNICATIONS AND MEDIA RELATIONS
The Feminine Future Foundation

January 2025 – present .

- Managing public image, and press relations
- Coordinates brand storytelling and all external communications.

LEADERSHIP EXPERIENCE

CLASS PRESIDENT GHANA SCHOOL OF LAW, KUMASI CAMPUS, PART 2
NOVEMBER 2025-JUNE 2026

ELECTORAL COMMISSIONER
GHANA SCHOOL OF LAW, KUMASI CAMPUS
APRIL 2025

VETTING COMMITTEE MEMBER
GHANA SCHOOL OF LAW, KUMASI CAMPUS
MAY 2026

CLUB PRESIDENT OF CHILD'S RIGHT CLUB,
WESLEY GIRLS SENIOR HIGH SCHOOL, CAPE COAST GHANA
JANUARY 2018- JUNE 2019

CLASS PRESIDENT
WESLEY GIRLS HIGH SCHOOL, HOME ECONOMICS CLASS 2
JANUARY 2018-JUNE 2019

FACILITATOR/REGULATOR
LEARN ME GHANA

SKILLS

INTERPERSONAL SKILLS

- Problem-solving
- Critical thinking
- Proficient in written and oral communication
- Leadership
- Excellent public speaker

TECHNICAL SKILLS

- Legal research
- Drafting
- Microsoft word
- Microsoft excel
- Canva

LANGUAGES ENGLISH (FLUENT), TWI (FLUENT), FRENCH (BEGINNER)