# ANITA TAA-WUYEI KABAH

## CONTACT

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## EDUCATION

**QUALIFYING CERTIFICATE IN LAW (QCL)** • OCTOBER 2024- DATE (*EXPECTED CALL- OCTOBER 2026*)

GHANA SCHOOL OF LAW- ACCRA, GHANA.

**BACHELOR OF LAWS (LLB)** • JANUARY 2022- AUGUST 2024

UNIVERSITY OF GHANA- ACCRA, GHANA.

**BACHELOR OF MANAGEMENT STUDIES** • OCTOBER 2013- MAY 2017

UNIVERSITY OF CAPE COAST- CAPE COAST, GHANA.

## KEY SKILLS

- Legal writing and Research
- Legal drafting
- Sound judgment and initiative
- Administrative competence
- Confidentiality maintenance
- Public relations aptitude

## PROFESSIONAL SUMMARY

Versatile professional with a strong foundation in court administration, stakeholder communication within complex legal environments and legal research. Passionate about driving excellence across foundational legal sectors including Corporate & Commercial Law, Criminal Law and Land Law, while actively leveraging an interest in emerging legal fields like Information Technology Law and Law of the Sea.

## WORK EXPERIENCE

### LEGAL INTERN • JANUARY 2026- PRESENT

**ECONOMIC & ORGANIZED CRIME OFICE • ACCRA, GHANA**

- Drafting of formal legal documents like motions and affidavits
- Conduct legal research on financial crimes, money. laundering and asset recovery under EOCO Act.
- Assist the legal department by tracking exhibits and documenting judicial directives.
- Assists in reviewing assigned dockets to render a legal opinion.
- Filing of court processes including hearing notices and motions at the court.
- Perform any other tasks assigned to me.

### COURT CLERK (HIGH COURT REGISTRAR) • MAY 2021- PRESENT

**JUDICIAL SERVICE OF GHANA • ACCRA, GHANA**

- Coordinate court schedule, ensuring timely hearings and trials.
- Read charges and indictments to Accused Persons in court and record their pleas.
- Handle case documentation securely for optimized client confidentiality.
- Assist judges in legal research for informed decisions.
- Mediate conflicts amongst staff members-contributing to a more harmonious workplace environment.
- Facilitate communication amongst parties and Lawyers, promoting better understanding of case status at hand.
- Enhance quality of court records; ensure meticulous documentation for future reference.

- Effective communication
- Multitasking capability
- Resilience under pressure
- Decision-Making capabilities
- Organisation and prioritising
- Schedule management
- Creative problem solving
- Professional ethics adherence

## INTERESTS

- Football
- Games
- Volunteering
- Movies

## REFERENCES

Justice Gabriel Pwamang
Justice of the Supreme Court
Judicial Service of Ghana
gpwamang2016@gmail.com

Justice Afia Serwah Asare-Botwe
Justice of the Court of Appeal
Ghana School of Law Lecturer
Judicial Service of Ghana
asarebotwe40@gmail.com

Justice Edward Twum
Justice of the High Court
Judicial Service of Ghana
twumwiafe@yahoo.com

### LEAD CO-ORDINATOR • OCT 2018- APRIL 2021

**MINT INNOVATIONS (MINGOBLOX LLC) • ACCRA, GHANA**

- Development of marketing strategies to ensure that the Robocentre maintained a strong brand with its target niche.
- Streamlined workflow by developing efficient scheduling systems.
- Provided administrative support, enhancing office functionality.
- Set daily priorities and communicated targets, motivating teams to achieve them.
- Maintained oversight and supervision of instructors at the Robocentre.
- Oversaw facility maintenance and allocated needed resources to meet standards at the Robocentres.

### TEACHING ASSISTANT • SEPT 2017- AUG 2018

**UNIVERSITY OF CAPE COAST • CAPE COAST, GHANA**

- Assisted students individually or in small groups to help them master assignments and reinforce learning concepts presented by Lecturers.
- Provided feedback on Students work, identifying areas for improvement.
- Managed administrative tasks, aiding smooth running of the lectures.
- Assisted the Head of Department in teaching courses including Organizational Behaviour and Industrial Psychology.
- I was engaged in the planning and organization of both local and international conferences on behalf of the School of Business.
- Wrote monthly reports on academic programmes and activities.
- I aided my lecturer in collecting data on the field for academic research purpose.