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PROFESSIONAL SUMMARY

First Class Honours LLB graduate and current Ghana School of Law student with strong experience in legislative research, regulatory compliance, legal drafting, and policy analysis. Proven ability to support senior legal teams at Parliament of Ghana and Securities and Exchange Commission through high-quality research, document drafting, and stakeholder correspondence. Detail-oriented, highly organised, and committed to ethical legal practice. Seeking a Pupil role at Fitch Attorneys to contribute to corporate, commercial, and public interest matters.

EDUCATION

- Ghana School of Law, (Professional Law Programme) – 2024 – 2026
- University of Law (Liverpool, UK), Postgraduate Diploma in Law (PGDL), September 2022 – May 2023.
- Lancaster University, LLB Hons Law, January 2018 – July 2021.
- Aburi Girls' Senior High School, WASSCE Home Economics, 2014 – 2017.

WORK EXPERIENCE

Securities and Exchange Commission Ghana (Legal & Enforcement Department)
Legal Intern
January 2026 till date

- Conducted comprehensive legal and regulatory research on securities laws, capital market regulations, and enforcement procedures
- Drafted official correspondence and letters for senior officers
- Provided administrative and operational support to the department
- Carried out filing procedures and conducted legal searches at the court when required
- Reviewed and proofread legal opinions, reports, and regulatory documents to ensure accuracy and compliance

Parliament House of Ghana (Legal Services Department)
Legal Intern
September 2021 – August 2022

- Performed in-depth research on legislative proposals, constitutional matters, and policy issues to support parliamentary decision-making.
- Provided general legal and secretarial support to the department, including document management and client coordination
- Tracked and monitored the progress of bills through Parliament and maintained updated legislative files.

West Africa Civil Society Institute (WACSI)
Programme Assistant, Policy Influencing and Advocacy
July 2021 – October 2021

- Conducted research and prepared situational reports on governance, women and youth development across ECOWAS countries
- Supported the organisation of high-level policy meetings, workshops, and training programmes with ECOWAS, OSIWA, Star Ghana Foundation, and other international partners.
- Contributed to report writing and compilation of briefing materials for engagement with NGOs, government, and private sector stakeholders.

Kwame Gyan & Associates
Legal Intern
June 2020 – April 2021

- Assisted in client meetings, taking detailed minutes and providing general legal support.
- Conducted research on property interests and acquisition, providing legal opinions.
- Analysed client documents and offered legal advice.
- Attended client meetings and took minutes.

Parliament House of Ghana (Legal and Legislative Drafting Services)
Legal Intern
April 2019 – July 2019

- Reviewed and contributed to the revision of legislative bills, including substantive input on the Companies Act 2019 (Act 992)
- Conducted research on property law, title acquisition, and related matters, producing legal opinions and analyses.
- Prepared court documents and supported litigation processes.

HONORS AND AWARDS

Lancaster University Ghana

- Provost's List for Academic Excellence (March 2018, August 2020, August 2021)
- Star of the Term – Highest GPA (March 2018)

SKILLS

- Legal Research and Analysis
- Legal Drafting and Document Review
- Strict Confidentiality Management
- Excellent Written and Oral Communication
- Highly Organised and Detail-Oriented
- Team Collaboration
- Time Management and Workflow Efficiency

Languages: English (Fluent)

REFERENCES

Available on request.