

Aba Noonooowa Osei-Mensah, Esq.

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Work Experience

Feb 2023 – Oct 2024 Leigh Day, UK Group Litigation, (Hybrid On-site: Leeds, UK)
Trainee/Paralegal

Key Responsibilities

- Assisted in coordinating the legal strategy and documentation for large scale group litigation ensuring adherence to UK procedural and regulatory requirements.
- Supported legal teams by maintaining accurate case records and handling legal documentation with confidentiality and attention to detail.
- Coordinated client onboarding process, including initial consultations, document collection, and compliance verification in accordance with firm policies and applicable regulations.
- Managed client data on case management system (Liberate) in accordance with relevant protocols.

Jan 2023 Freshfields Bruckhaus Deringer (Hybrid On-site: Manchester, UK)
Paralegal

Key Responsibilities:

- Supported lawyers on ongoing matter regarding Mastercard group litigation by assisting with research on the laws relating to the case and drafting communications to clients.

May 2020 – Sep 2020 Benchmark Lawyers and Consultants (On-site: Accra, Ghana)
Legal Assistant

Key Responsibilities

- Provided administrative and legal support to the Managing Partner in the daily running of the firm.
- Assisted in drafting and preparing legal documents, briefs, and case files, ensuring accuracy and compliance with legal standards.
- Managed client communications, scheduled consultations, and maintained follow-up to ensure exceptional client service and satisfaction.

Sep 2018 – Sep 2019 Ghana Institute of Management and Public Administration, (Accra – Ghana)
PA to Assistant Dean (Teaching Assistant)

Key Responsibilities

- Provided administrative support in an academic and legal environment including scheduling and correspondence.
- Coordinated various projects which included research, case preparation, and academic publications, ensuring timely and precise execution.
- Client and Student Interaction: Facilitated communication with clients, students, and colleagues, ensuring professional and efficient interactions.
- Conducted thorough legal and academic research to support casework and lecture materials, preparing detailed summaries and reports.

Jun 2017 Minkah-Premo, Osei-Bonsu, Bruce-Cathline & Partners (On-site: Accra – Ghana)
Legal Intern

Key Responsibilities:

- Assisted lawyers in the preparation of legal cases.
- Researched on current legal regime concerning land related matters.
- Attended court proceedings with attorneys.

Sep 2015 – Jun 2017 Addo, Addo Legal Attorneys, (On-site: Accra – Ghana)
Legal Intern

Key Responsibilities:

- Assisted lawyers in the preparation of legal cases by organising case files, reviewing evidence, and summarising depositions.

- Drafted and reviewed legal documents, including motions, pleadings, and correspondence, ensuring precision and compliance with legal standards to support attorneys under supervision.
- Performed extensive legal research, particularly in the land and personal injury departments, compiling data and generating detailed reports on findings to aid in case preparation.

Volunteer Work Experience

Nov 2020 - Mar 2021 Pro Bono - Street Law Inc, Leeds, UK

Key Responsibilities:

- Analysed knife crime statistics and legal precedents in the UK to build an educational presentation with a team.

Education

Ghana School of Law – Accra, Ghana

- Post Call Law Course - November 2024 – November 2025

Coder’s Guild, Leeds - United Kingdom

- Agile Project Management in AI & Digital tools - May 2024 – August 2024

The University of Law, Leeds - United Kingdom
(Sep 2021 – Jul 2022)

- Legal Practice Course with MSc in Law and Business: Distinction

MSc Dissertation – Conducted research on the intersection of AI and legal governance providing insights into emerging legal tech regulation risks.

(Sep 2020 – Jun 2021)

- Graduate Diploma in Law: Commendation

Ghana Institute of Management and Public Administration, Accra - Ghana
(Oct 2014 – Aug 2018)

- Bachelor of Laws (LLB): Second-Class Upper Honours

St. Rose’s Senior High School – Akwatia
(Nov 2011 – May 2014]

- General Arts 2 Program

Skills

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| • Commercial contract lifecycle management | • Regulatory and Procedural compliance | • Data Analysis and Entry |
| • Case preparation and file management | | |
| • Applied legal research (Lexis Nexis and WestLaw proficient) | • Administrative Support | |
| • Legal drafting | • Client relationship management | |
| • Confidentiality and data protection awareness | • Negotiation (certified) | |
| | • Proficient user of Microsoft office | |

References

Reference available on request