

ASARE VIVIAN MONICA

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SUMMARY

A highly motivated, detail-oriented and results-driven individual with demonstrated strengths in legal research, analytical reasoning and professional client engagement. Proven ability in approaching every responsibility with diligence, professionalism and a commitment to excellence, striving to deliver work of the highest standard. Eager to apply skills and learn in a dynamic legal environment.

WORK EXPERIENCE

Intern, Cyrus Law PRUC

Period: January 2026 – Present

- Legal Research and analysis to support attorneys working on cases.
- Assist with filings for registration of companies/change in officers/annual returns.
- Assist Litigation team prepare for Court Attendance.

Intern, Forestry Commission Legal Department

Period: November 2024 – August 2025

- Legal Research and analysis to support legal and administrative work.
- Routine visits to court to observe proceedings.

Field Officer, Ghana Statistical Service

Period: June – August (2023)

- Assisted in data collection with the Surveillance, Monitoring and Reporting Non-Communicable Diseases Department of the World Health Organization in the Western Region of Ghana.

Field Officer, Ghana Statistical Service

Period: October 2022 – January 2023

- Assisted in data collection in the nationwide Demographic Health Survey in the Savannah and Bono-East Regions of Ghana.

Intern, Apex LawConsult

Period: June – August (2019)

- Assisted Litigation team prepare for Court Attendance.
- Attended Meetings with Senior Attorney to take Minutes.
- Legal Research and Analysis on relevant issues and topics.
- Planned, organized and managed Workshops and Seminars.

Paralegal, GN Legal

Period: January - July (2018)

- Registration of Companies under the Groupe Nduom Conglomerate with the Office of the Registrar of Companies and other regulatory authorities.
- Drafted documents, edited and conducted proofreading of contracts and legal agreements.

- Organized meetings with stakeholders and undertook minute writing.
- Undertook legal research, analyzed and computed legal data.
- Court attendance with the Litigation team

National Service Personnel - Teaching and Research Assistant, Department of Geography and Rural Development, Kwame Nkrumah University of Science and Technology (KNUST)

Period: September 2016 – July 2017

- Assisted immediate supervisor in organizing classes and tutorials for students.
- Assisted lecturers in supervising research thesis of undergraduate students.
- Assisted lecturers in research ventures, reviewing literature, collating and analyzing data.
- Supervised undergraduate students working on the research project (maintaining records on assignment completion, acting as liaison/mediator between the undergraduate students and the faculty researcher).

Intern, Yorke Properties, Elmina

Period: June – July 2015

- Assisted in supervising building projects.

Intern, Coconut Grove Beach Resort, Elmina

Period: June – July 2013 and 2014

- Assisted the Front Office Department with enquiries and complaints resolution.
- Relations Agent to receive, check in and check out guests.
- Assisted in making individual, family and group reservations in the hotel.
- Assisted in providing needed information about the hotel to enquirers all over the globe.

Intern, Coconut Grove Regency Hotel, Accra

Period: June – July 2012

- Assisted the Food and Beverages Department as a cashier in receiving payments from guests and issuing invoices.
- Assisted in making daily, weekly and monthly reports of activities in the department.
- Assisted as a waitress in setting up tables, receiving and serving guests.

VOLUNTEERING AND PARTICIPATION

Field Officer, Ghana Statistical Service

Period: January 2024

- Assisted in data collection as a Field Officer in the Ghana Integrated Business Establishment Survey (IBES) 2024 in the Greater Accra Region.

Research Assistant for the Society of Aids in Africa (Full Circle Tax Watch)

Period: February 2022

- Assisted in the collection of data on Tax and Budget Monitoring Initiatives for marginalized population (Persons living with HIV, Tuberculosis, Malaria, Persons living with disabilities, the Youth and Drug users).

Class Volunteering at Subriso and Kokotro in the Ashanti Region

Period: February 2016

- Gathered information based on the livelihoods of the inhabitants of Subriso and Kokotro.
- Submitted a one-page report on findings based on observations made in the communities.
- Research and community development.
- Project Management.

Rural Research Advocacy Group (RRAG), Ejura, Ashanti Region

Period: January 2016

- Use of community voice articulation technique to gather information on the livelihoods of inhabitants of Hiawoanu and Ejura-Nkwanta in the Ejura municipality.
- Wrote a report to be submitted to World Vision International based on the findings.
- Project management, research and community development.

EDUCATION

- Professional Law Course, Ghana School of Law (November 2024 – Present).
- Bachelor of Laws, Ghana Institute of Management and Public Administration (2021).
- Bachelor of Arts - Geography and Rural Development, Kwame Nkrumah University of Science and Technology (2016).
- Senior High School – Wesley Girls’ High School (2012).

OTHER CERTIFICATES

- Participation in Women in Tourism Summit Ghana (27th June 2019).
- Completion of Internship at Apex LawConsult (17th June – 16th August 2019).

SKILLS AND COMPETENCIES

- Results-Oriented
- Problem Solving and Analytical skills
- Ability to take initiatives
- Remarkable time management
- Team Player
- Excellent persuasive, communication and organizational skills
- Proficient in Microsoft Office Suite, particularly, MS Word, Excel & PowerPoint
- Very fluent in English, Akan and an intermediate level speaker of French.

REFERENCES

George Asare-Afriyie, Esq
 Barrister & Solicitor
 Servaco PPS GH LTD
Contact: 0243177677

Dennis Osei-Hwere, Esq
 Director, Legal Affairs
 Forestry Commission
Contact: 0244678596