

IGNATIUS KWAKU AWUTEY XENYAH

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PROFESSIONAL SUMMARY

- Goal-oriented professional with strong skills in communication, negotiation, and client relationship management, currently building expertise in law.
- Demonstrates professionalism and analytical thinking to support organisational goals and legal excellence.
- Results-driven, applying critical thinking to deliver practical solutions and contribute to sustainable growth.
- Adaptable and results-oriented professional with a strong background in project coordination, administrative management, human rights advocacy, research and digital content creation.
- A substantiated ability to lead community-driven initiatives, oversee complex multi-stakeholder projects and craft compelling digital and written communications.
- Demonstrates expertise in youth engagement, legal support services and strategic advocacy campaigns.
- Technically proficient in Microsoft Office Suite, social media platforms and digital design tools

EDUCATION, TRAINING AND CERTIFICATION

Ghana School of Law – Accra, Ghana BL Candidate, Professional Law Course Part 2	November 2024 – Present
West African School of Internet Governance – Freetown, Seirra Leone - ECOWAS Secretariat Certificate in Internet Governance	March 2026 – April 2026
China Europe International Business School (CEIBS) – Accra, Ghana Certificate in Business Capacity Building	December 2022
Kwame Nkrumah University of Science and Technology – Kumasi, Ghana Bachelor of Science in Agricultural Engineering	September 2013 – May 2017
St Paul Senior High School – Denu, Ghana WASSCE, Science	September 2009 – October 2013

WORK EXPERIENCE

Legal Intern - Internship Sustineri Attorneys – Accra, Ghana	January 2026 - Present
• Prepared legal opinions for written assistance under the guidance of lawyers for representations in various jurisdictions. • Designing and managing social media accounts for selected clients to maximise audience engagement across platforms.	
Freelancer - Remote Freelance Works – Accra, Ghana	January 2024 - Present
• Spearheading training in public speaking to individuals across Ghana, Malawi, and Zambia to improve their digital presence and enhance brand visibility • Rapporteur at the Digital Rights and Inclusion Forum in Abidjan - April 2026, Panellist: West Africa Youth Internet Governance Forum, Freetown, Sierra Leone, Session Host on Universal Scripts and Universal Acceptance at the ECOWAS West Africa Internet Governance Forum, Freetown, Sierra Leone.	
Legal Intern - Internship Lands Commission – Accra, Ghana	November 2024 - July 2025
• Checking lease agreements or indentures daily for compliance with statutory requirements. • Drafting legal reports on land transactions and conducting thorough research on Laws to be utilised for the defence of land suits.	
Freelancer - Remote Paragon One – USA	January 2024 - March 2024
• Conducted a venture capital deal sourcing ten startups based in Europe, in securing opportunities to generate great fund-returning investments. • Prepared an enterprise diagnostic report of these ten startups to evaluate their productivity, hidden risks and align growth measures and opportunities.	
Freelance Trainer - Remote Zorel Africa Consult – Accra, Ghana	January 2023 - Present
• Developed strategic plans and solutions for mining clients and facilitated staff for external clients to improve productivity across all streams. • Prepared business plans for SMEs and other high-net-worth clients for their strategic roadmaps to transform ideas into sustainable and actionable business models.	

Junior Associate, Youth to Work - Remote

September 2023 - March 2025

Challenge Group – Ghana

- Led market research and trained 100 students on entrepreneurship and employability to empower them to be job-ready.
- Collected and analysed data from 50+ community stakeholders to inform project planning and implementation

Business Development Officer

September 2018 - December 2019

Talamus Ghana Limited – Accra, Ghana

- Provided Training on Software usage for new hires and supervised the pilot team at Adabraka Polyclinic
- Prepared Strategies for implementation in selected Rural Hospitals in Ghana, and provided technical support to hospital clients regarding Software usage

National Service Personnel

September 2017 - August 2018

Afri Ghana Company Limited – Accra, Ghana

- Managed day-to-day office operations, including scheduling and documentation, supported warranty claims, technician work, and sales of John Deere equipment, with 10% sales increase in weeks.
- Prepared weekly reports for staff, represented the company at 15+ external meetings and industry events, while contributing to new partnership opportunities.

LEADERSHIP AND VOLUNTEER ACTIVITIES

Head of Corporate Affairs, Global Young Leaders and Development

Ongoing

- Global Young Leaders and Career development - Facilitated and mobilised over 1000 youth in Career Development
- Represented the region in national stakeholder meetings, trained and mobilised youth in human rights advocacy.

VP Public Relations and President, East Legon Toast Masters Club

January 2019 - December 2020

- Supported in evaluation initiatives through technical input on program design, data validation, and methodology review.
- Collaborated with regional partners to strengthen evidence-based decision-making.

President , Ghana Agricultural Engineering Students Association - KNUST

July 2016 - December 2017

- Coordinated zonal advocacy, outreach and training campaigns
- Collaborated on regional campaigns, events, and membership drives.

Vice President - GAESA, KNUST

January 2015 - August 2016

- Coordinated zonal advocacy, outreach and training campaigns
- Successfully expanded membership in the zone and beyond

SKILLS

- Digital Tools: Microsoft Office Suite, Canva, ChatGPT
- Marketing and Media: Social Media Management, SEO, Digital Content Creation, Basic Graphic Design
- Project Management: Stakeholder Engagement, Event Planning, Campaign Coordination
- Legal and Research: Paralegal Support, Legal Documentation, Policy Research and Analysis
- Communication: Report Writing, Proposal Development, Communication Training and Presentations

ACHIEVEMENTS

- Winner of National Business Plan Pitch Competition - Team Heritage Shea and Nuts - 2021
- First runner-up, World Soya Innovation Competition, USAID - 2015 - 2016
- Successfully provided training in Entrepreneurship to 50 final-year students of the 2nd Image Fashion Academy.
- Provided training in Entrepreneurship to 30 young girls under the coding project organised by Soronko Academy

LANGUAGES

English - Expert

Twi - Native

Ga - Conversational

Ewe - Native

References will be provided upon request.