JOSEPHINE BIENNAIMEE AMANKWAH

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PROFESSIONAL SUMMARY

Final-year Ghana School of Law candidate (Call to the Bar expected October 2026) with practical exposure to court proceedings and litigation through internship at the High Court and hands-on experience in, legal research, complemented by a business-operations background and a completed professional-skills simulation with a global law firm. Seeking a Pupil placement at Fitch Attorneys to build technical expertise in corporate & commercial law, tax advisory, and dispute resolution & arbitration under an experienced supervising lawyer.

CORE SKILLS

• Due Diligence & Company Searches • Legal Research & Memoranda Drafting • Confidential Records Management • Time Management & Stakeholder Communication

EDUCATION

Ghana School of Law — Professional Law Course — Accra
Expected Call to the Bar: October 2026

University of Ghana — Bachelor of Laws (LL.B.) — Legon
2024

Second Class Upper Division

University of Ghana — Bachelor of Science, Business Administration — Legon
2016 – 2020

Second Class Upper Division

EXPERIENCE

Legal Intern — Eight Geeks @ Law, Accra
January 2026 – August 2026 (Interval Breaks)

- Conducted due diligence searches and regulatory compliance investigations for client matters at the Ghana Revenue Authority (GRA), Office of the Registrar of Companies (ORC), and Municipal Assemblies, verifying corporate and tax-compliance status ahead of transaction deadlines.
- Filed litigation and transaction-related documents at the High Court, including hearing notices and search requests.
- Drafted client correspondence and preliminary legal documents under partner supervision, contributing to contract-adjacent and transaction-support workflows.
- Reviewed and proofread legal documents, pre-filing, identifying substantive and drafting errors before they reached clients or the court.
- Built and maintained a confidential document management system covering active matters, ensuring full compliance with client confidentiality standards.

Legal Intern — High Court, Nsawam
January 2025 – August 2025(Interval Breaks)

- Attended and analyzed few civil and criminal court proceedings, hearings, and motions, building working command of courtroom procedure, evidentiary rules, and judicial reasoning.
- Logged detailed notes on legal argumentation and case strategy across trials to support case-analysis skills relevant to litigation and dispute resolution practice.
- Mapped end-to-end court administration workflows — filing, process service, and case scheduling — identifying procedural steps most relevant to commercial litigation.
- Built grounding in judicial ethics and court administration within the Ghanaian legal system.

Traffic Assistant, National Service Personnel — Motor Traffic and Transport Department, Ghana Police Service

October 2020 – August 2021

- Enforced road traffic regulations at assigned posts under senior-officer supervision
- contributing to public-safety and regulatory-compliance operations
- Served as first point of contact for the public during traffic operations, professionally providing assistance during inquiries and disputes under time pressure.

Business Operations Assistant — Family Business, Accra

2013 - 2019 — Part-time / school holidays

- Managed daily retail operations — customer service, sales processing, and inventory control — supporting consistent business continuity.
- Handled customer transactions and resolved service inquiries, strengthening client-facing communication skills transferable to client advisory work.
- Maintained stock and financial records, building commercial and organizational discipline relevant to corporate client work.

TECHNICAL PROFICIENCIES

Google Workspace (Docs, Sheets, Drive, Meet) | Notion | Microsoft Word (including track changes)

EXTRACURRICULAR & CERTIFICATIONS

White & Case US Professional Skills Job Simulation — Forage

August 2, 2026

- Completed a virtual job simulation with White & Case covering time management and professional communication skills in a fast-paced legal environment.
- Prioritized and managed multiple tasks with competing deadlines, applying structured agendas and time-blocking techniques to meet key assignment deadlines.
- Drafted professional emails to senior associates, partners, and HR, demonstrating clear communication, stakeholder management, and responsiveness.
- Applied inbox-organization and task-prioritization tools to maintain efficient workflow and timely responses to internal and external stakeholders.