

SELI ADJOA DZODZOMENYO

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EDUCATION

GHANA SCHOOL OF LAW

Professional Law Course

Accra, Greater Accra Region

November 2024 to date

UNIVERSITY OF GHANA SCHOOL OF LAW

Bachelor of Laws, LLB

Accra, Greater Accra Region

January 2021 - August 2024

HOLY CHILD SCHOOL

General Arts

Best in Government and French (2017/2018 academic year)

Best in Government (2018/2019 academic year)

West African Senior School Certificate Examination (WASSCE) – 8As

Cape Coast, Central Region

September 2017 - September 2020

WORK EXPERIENCE

LEGAL AFFAIRS DIRECTORATE

UNIVERSITY OF GHANA

Intern

Accra, Greater Accra Region

(January 2026 to date)

- Preparing legal correspondence including demand notices, termination notices and other formal communications.
- Assisting with case file managements by developing chronologies of events, sequence analysis and case status reports.
- Supporting in reviewing internal audit findings and preparing legal advisories on regulatory compliance matters.
- Assisting in the development and review of institutional policies including Data Protection and Governance Policy and the Code of Conduct for Students.
- Assisting in the preparation, drafting and review of commercial and land-related agreements, including amendment agreements, licence agreements and other contractual instruments.

MADINA DISTRICT COURT

Intern to Her Worship Rosemary Gyimah

Accra, Greater Accra Region

(January 2025 - July 2025)

- Observed both in-person and virtual court proceedings, gaining practical exposure to courtroom practice, trial advocacy and evidentiary procedures in matrimonial matters, estate administration, landlord-tenant disputes and criminal prosecutions.
- Observed the court's non-contentious statutory functions, including marriage registration procedures and related documentation processes.
- Developed an appreciation of judicial reasoning, judgement writing and the preparation of court processes.

TORPEY & ASSOCIATES

Intern

Accra, Greater Accra Region

(November 2023)

- Conducted legal research on statutes, case law and other authorities relevant to mortgage transactions, land law matters and ongoing land dispute litigation.
- Assisted in the preparation of legal opinions under the supervision of associates.
- Assisted in the review and analysis of mortgage agreements.

- Assisted in drafting legal documents including applications for Letters of Administration, divorce petitions and maintenance claims, under legal supervision.
- Observed mediation proceedings and other alternative dispute resolution mechanisms for the settlement of disputes.
- Assisted with client intake and preliminary assessment by completing intake forms, reviewing supporting documentation and identifying legal issues for further legal review.
- Attended civil and criminal proceedings to gain practical exposure to litigation and court processes.

LEADERSHIP & ACTIVITIES**UNIVERSITY OF GHANA, LAW STUDENTS' UNION (LSU), MOOT/ADVOCACY COMMITTEE***Member*

(2023-2024)

- Assisted in the organization of the Bentsi-Enchill, Letsa & Ankomah Moot Court Competition, including preliminary tryouts, rounds and final oral arguments.
- As the volunteer team lead, mobilized ushers to ensure smooth running and organization of all moot court competitions.
- Facilitated the organization of moot events and workshops, including the 'Maiden Moot Training Workshop' on legal research, drafting and oral advocacy, promoting student participation in moot activities.
- Contributed to the drafting of cases for moot court to ensure they were realistic, legally sound and sufficiently challenging.

SENATE MEMBER, LAW STUDENTS' UNION, UNIVERSITY OF GHANA SCHOOL OF LAW

(2023-2024)

- Represented the interests and concerns of law students at Senate meetings, contributing to discussions on student welfare and academic affairs.
- Served as a liaison between student leadership, the wider student body and university authorities to facilitate effective communication and coordination.

ACHIEVEMENTS/AWARDS

- Lifelink Tertiary Model United Nations Conference Certificate (2023)
- West African Senior School Certificate Examination (WASSCE) – 8As

REFERENCES:

Courage Asabagna

Lecturer

School of Law

University of Ghana

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