

AKUA SERWAA ASANTE

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PROFILE SUMMARY

Highly organized and detail-oriented legal professional with a strong background in case analysis and legal research. Proficient in drafting legal documents and organizing complex files to streamline workflow. Adept at identifying legal issues and providing effective problem solving solutions while fostering positive interpersonal relationships with clients and colleagues.

EDUCATION

Ghana School of Law Kumasi, Ghana

Qualifying Certificate in Law (QCL)

Accra, Ghana

October 2026 (Awaiting final results)

Kwame Nkrumah University of Science and Technology (KNUST)

LL.B

Cumulative Weighted Average: 69.11 (Second Class Upper)

Kumasi, Ghana

August 2024

St. Louis Senior High School

General Arts

Kumasi, Ghana

September 2020

WORK EXPERIENCE

Kwame Gyan and Associates

Legal Intern

Accra, Ghana

January 2026 – Present

- Developed practical courtroom acumen by regularly attending court, observing judicial process, and drafting submissions that aligned with procedural rules and judicial expectations.
- Supported litigation for 15+ active matters by drafting writs, statements of claim, witness statements, notices of appeal, and searches, contributing to timely filing and case progression.
- Enhanced quality and accuracy of court filings by proofreading lawyers' submissions, reducing errors and ensuring compliance with court rules and formatting standards.
- Improved client communication and retention by drafting and dispatching professional correspondence to clients, ensuring prompt updates on case status and next steps.
- Strengthened client relations by sitting in client conferences and liaising with clients to gather facts, manage expectations, and provide procedural updates.
- Streamlined firm's case management system by organizing and maintaining case files, improving document retrieval time and ensuring complete records for hearings and deadlines.

Achimota District Court

National Service Personnel

Accra, Ghana

October 2024 – September 2025

- Assisted with legal research for the Magistrate by identifying relevant statutes, case law, and authorities to support timely and well-informed judicial decisions.
- Recorded court proceedings and prepared accurate written records ensuring a complete and reliable transcript for appeal purposes and official archives.
- Transcribed judicial rulings and orders for official court records with precision, maintaining integrity and admissibility of court documents.
- Assisted court users with filing of legal documents and processes by providing procedural guidance, reducing filing errors and improving access to justice for several litigants weekly.

- Maintained the court's case diary to track hearing dates, deadlines, and adjournments, ensuring no case was overlooked and improving case flow management.
- Logged daily court activities to create an accurate audit trail, supporting case management, reporting, and administrative oversight.
- Prepared and formatted daily cause lists for court sessions with 100% accuracy on case details and schedules, enabling efficient handling of several matters per session and minimizing delays.
- Supported the court's account audits by organizing financial files and supporting documents, ensuring compliance with financial regulations and smooth audit processes.
- Recorded and documented accurate meeting minutes at staff meetings to capture decisions and action items, improving internal communication and follow-up.
- Observed court proceedings, including trials and hearings to build practical understanding of judicial process, courtroom etiquette, and application of substantive and procedural law.

KAB Legal Consult

Kumasi, Ghana

Legal Intern

September 2022 – November 2022

- Conducted in-depth legal research on case files by analyzing statutes, case law, and regulations to support senior lawyers in developing strong strategies and arguments for client representation.
- Managed typing and formatting of legal materials to meet court rules and firm standards, ensuring error-free, professional submissions filed on time.
- Synthesized legal precedents, statutes, and regulations into concise summaries and briefs, enhancing case analysis and enabling faster decision-making for the legal team.
- Gained practical exposure to courtroom procedure through daily attendance at hearings, developing understanding of advocacy, judicial process, and courtroom etiquette.

LEADERSHIP AND VOLUNTEERING EXPERIENCES

Publicity Committee, Law Students' Union, KNUST

Kumasi, Ghana

Committee Member

January 2023 – August 2023

- Coordinated promotional timelines and managed countdown posts and flyers for events resulting in increased event turnout and consistent pre-event engagement across all platforms.
- Drafted and edited external communications including event announcements ensuring accuracy, clarity, and a professional tone aligned with organizational branding and messaging standards.
- Assisted in managing the official social media platforms of the Law Students' Union by creating content, scheduling posts, and engaging with students to boost visibility and build the Union's online presence.

Federation of African Law Students

Kumasi, Ghana

Ambassador for KNUST campus

January 2022 – September 2022

- Assisted in coordinating events and logistics including venue booking, materials, and vendor liaison to ensure smooth execution of multiple student programs.
- Promoted events across campus channels through flyers, announcements, and social media, contributing to increased student attendance and engagement.
- Presented student concerns to the executive council and followed up on resolutions to ensure timely action and improve communication between students and Union leadership.

Sir Arku Korsah Law Library, KNUST

Kumasi, Ghana

Volunteer

March 2022- August 2022

- Provided front-desk support by responding to user queries on resource location, library policy, and services, ensuring a positive and efficient user experience.
- Maintained a quiet study environment and enforced library rules during exam periods to support student productivity and compliance with library standards.
- Enforced library access and conduct policy by verifying student IDs at entry points, ensuring security and proper use of facilities.

Calvary Charismatic Center**Kumasi, Ghana***General Secretary for Youth Ministry**January 2022– October 2024*

- Managed official records, meeting minutes, and correspondence with accuracy and confidentiality, ensuring reliable documentation and data protection.
- Scheduled and coordinated executive meetings by issuing agendas in advance and confirming attendance to ensure quorum and efficient decision-making.
- Prepared reports and summaries of meetings for executive review and member circulation, improving transparency and follow-through on decisions.
- Drafted and distributed notices, agendas, and official letters to streamline communication between executives and members and maintain consistency in messaging.
- Maintained compliance with organizational rules and regulations in all administrative processes and documentation.
- Acted as primary liaison between the executive team and members by tracking action items and following up to ensure timely implementation of resolutions.
- Ensured proper handover of records and documents to the incoming executive team at the end of the term, guaranteeing continuity and accountability.

Charismatic Students' Union, St. Louis Senior High School**Kumasi, Ghana***General Secretary**June 2019- March 2020*

- Managed official records, meeting minutes, and correspondence with accuracy and confidentiality, ensuring secure documentation and compliance with organizational policy.
- Maintained an organized archive of administrative documents which reduced retrieval time for executives and improved operational efficiency.
- Managed database and attendance records for 50+ students by updating and verifying data regularly to ensure accuracy for planning and reporting.
- Coordinated with other student unions and external partners to plan and execute joint events and collaborations, expanding reach and member engagement.
- Scheduled and coordinated executive meetings by circulating agendas on time and confirming attendance to ensure quorum and productive decision-making.
- Ensured proper handover of records and documents to the incoming executive team at the end of the term, promoting continuity and accountability.

Protestant Community, St. Louis Senior High School**Kumasi, Ghana***Dormitory Co-ordinator**May 2019- March 2020*

- Coordinated dormitory participation in events and services by mobilizing residents and tracking deadlines, ensuring full representation and timely submissions.
- Acted as the first point of contact for residents' complaints, conflicts, and wellbeing issues providing prompt support, mediation, and referrals to improve resident welfare and community harmony.
- Maintained up-to-date records for 50+ residents to enable quick retrieval of member information for administrative and emergency purposes.

SKILLS

Languages: English (Native proficiency)**Soft Skills:** Communication, Conflict Resolution, Reliability, Interpersonal Skills, Adaptability, Leadership, Team Player, Organizational Skills, Time Management, Research, Problem-solving, Presentation and Attention to detail**Technical:** Intermediate Proficiency in Microsoft Word, PowerPoint, and Excel**Referees are available on request.**