

LISE OFFEIBEA KUMI

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SUMMARY

A highly motivated and goal-oriented legal professional with a strong ability to learn quickly and deliver results within deadlines. Passionate about continuous professional development and committed to contributing meaningfully to organizational success. Demonstrates excellent analytical, communication, and problem-solving skills, with the ability to work independently and collaboratively under pressure.

WORK EXPERIENCE

General Manager, Case Me Up Ghana	Aug 2022 - Present
• Manage and grow social media platforms, increasing audience engagement and brand visibility • Oversee daily business operations, including inventory management and order processing • Handle administrative duties such as procurement of office supplies • Ensure efficient customer service and operational workflow	
Intern, Judicial Service of Ghana – Tema District Court	Jan 2024 - Aug 2024
• Observed court proceedings to gain practical legal experience • Assisted in calling cases during court sessions • Organized and maintained court dockets and legal documents • Recorded entries in official court registers ("Things Book")	
National Service Personnel, Judicial Service of Ghana – Accra High Court (Land Registry)	Nov 2022 - Oct 2023
• Supported the processing and management of filed cases • Maintained accurate filing systems within the land registry • Coordinated the transfer of case dockets to courtrooms • Assisted in issuing hearing notices and administrative documentation	
Intern, Legal Ink Lawyers & Notaries, Labone – Accra	Jun 2019 - Jul 2019
• Attended court sessions and assisted legal practitioners • Conducted legal research to support case preparation • Prepared detailed notes during proceedings for accurate documentation • Managed client files and ensured proper record-keeping	

EDUCATION

Ghana School of Law, Accra – Ghana Post Call Law Course	Nov 2024 - Mar 2026
Ghana Institute of Management and Public Administration (GIMPA) LLM, General	Feb 2024 - Dec 2024
Tilak Maharashtra Vidyapeeth, Pune – India Bachelor of Arts and Law	Jul 2017 - Jun 2022

ADDITIONAL INFORMATION

- **Key Skills:** Legal Research • Legal Drafting • Litigation Support • Court Procedures • Case Management • File Management • Communication • Microsoft Office
- **Languages:** English, Twi
- **References**
- Mr. Kafui Dotse – Judicial Service of Ghana, Phone: +233 558 596 566
- Mr. Elikem Odartey Wellington – CEO, Case Me Up Ghana, Phone: +233 50 000 2102