ElsaVic Kakra Quarm

elsavicquarm1@gmail.com +233 574576509 Accra, Ghana

linkedin.com/in/elsavic-kakra-quarm

Profile

I am a hardworking and motivated law graduate who has passed the bar examinations and is awaiting Call to the Bar. I am responsible, detail-oriented, and able to work effectively both independently and as part of a team. I am eager to develop my legal knowledge, gain practical experience, and contribute meaningfully while continuing to learn and grow professionally.

Professional Experience

Legal Intern 01/2026 – 08/2026
Vanderpuye-Orgle & Namoale @ Law Accra, Ghana
- Conducted legal research on various legal matters to support client advice and case preparation.
- Reviewed and organised case files and other legal documents.
- Attended court proceedings, client meetings and hearings.
- Drafted legal documents , including witness statements, statement of defence, affidavits and correspondence.

Legal Intern 01/2025 – 07/2025
Judicial Service of Ghana, High Court (Land Division), The Law Courts Complex Accra, Ghana
- Observed and documented court proceedings.
- Drafted written rulings as assigned by the presiding judge.
- Gained exposure to court etiquette , rules of procedure and administrative process.

Legal Intern 11/2023 – 06/2024
SN Anku IP Firm Accra, Ghana
- Assisted with trademark filing and registration processes.
- Conducted legal research on various legal issues to support case preparation.
- Attended court proceedings and hearings to observe litigation practice and courtroom procedures.
- Managed filing and organization of case files and court documents.

Graduate Intern 11/2022 – 09/2023
Ghana National Service Authority Accra, Ghana
- Assisted with the registration process of individuals who had defaulted on their national service obligations
- Assisted with the preparation of educational materials to explain the legal requirements and benefits of national service to defaulters.
- Supported administrative and compliance-related activities within the department.

Legal Intern 09/2021 – 12/2021
Anku.Anku At-Law Tesano , Accra
- Conducted legal research to support litigation and advisory work.
- Attended court proceedings and hearings , observed courtroom etiquette and procedures.
- Participated in client meetings to gather relevant information for case analysis.

Intern 06/2019 – 07/2019
Agricultural Development Bank Accra, Ghana

- Assisted bankers with daily administrative tasks
- Assisted bankers with customer interactions, responded to inquiries, and provided assistance in resolving issues.

Education

Professional Law Course 11/2024 – Present
Ghana School of Law Accra ,Ghana

Bachelor of Laws (LL. B) 09/2018 – 08/2022
University of Ghana Accra , Ghana

Achimota Senior High School 10/2015 – 05/2018
Accra , Ghana

Skills

- Legal research and analytical skills
- Oral communication and interpersonal skills
- Skilled in MS Office tools [Word, Excel , PowerPoint]

Volunteer

Elizabeth Frances Sey Hall, University of Ghana 10/2021 – 08/2022
Justice

- Conducted hearings to allow parties to present their cases and provide an opportunity for mediation and resolutions.
- Reviewed and assessed disciplinary matters within the Hall.

The Blog and Website Committee, University of Ghana School of Law 09/2020 – 08/2022
Commitee Head

- Edited and published articles on various legal and academic topics.
- Planned and organised meetings and workshops
- Delegated responsibilities to committee members and supervised the completion of assigned tasks.