

Terry Akwesi

Anytown, Anyprovince

(123) 456-7890

takwesi@email.com

ARTICLING CANDIDATE

Internationally trained law student licensed to practice in Ghana and pursuing re-qualification in Canada, with ~2 years' post-Bar experience overseeing purchase and service contracts, regulatory and tax compliance, and contractor disbursements and payroll with a Ghanaian elevator supply company, plus ~8 months' legal interning and consumer energy marketing in the U.K. Currently a civil claims volunteer with Pro Bono Law Alberta, and enrolled in the Practice Readiness Education Program (PREP), with completion expected in fall, 2021.

EDUCATION

Practice Readiness Education Program (PREP) , CPLED	Dec. 2022 – Present
NCA Certificate of Qualifications (CQ) , Federation of Law Societies of Canada	2022
Barrister-at-Law (B.L.) , Ghana Law School	2018
<ul style="list-style-type: none">Called to the Bar in 2016 and maintain membership in the Ghanaian Bar Association.	
Master of Law (LL.M. International Business Law) , University of York, UK	2016
Bachelor of Laws (LL.B.) , University of Manchester, UK	2014
Bachelor of Science (International Law and Diplomacy) , Ashesi University, Ghana	2012

LEGAL WORK EXPERIENCE

Pro Bono Law Alberta (Civil Claims Duty Counsel Program) Sep. 2022 – Present
Leader and valued partner in fostering pro bono contributions by the legal community to facilitate access to justice for Albertans of limited means.

Student Volunteer

Support client intake and triage, shadow experienced lawyers, hone soft and hard skills, and gain an understanding of Alberta legal processes.

- Assist clients in completing intake questionnaires, conflict of interest forms, review disclaimer forms, and ensure understanding of service agreement and limitations offered through program.
- Accompany volunteer duty counsel for client sessions to develop case understanding, take notes on facts and issues, and assist with quick searches on relevant case law and print-out of legal forms.
- Ensure completion of client evaluation forms, tabulate evaluation sheets with lead coordinator, and complete report sheets with details of cases handled and solutions provided.

Betos Limited, Accra, Ghana Nov. 2018 – Sep. 2020
Elevator supplier with 12 office employees and up to 90 remote contractors providing a range of services spanning design, sales, installation and maintenance of escalators and cargo, passenger, and home elevators.

Legal/Administrative Officer

Reporting directly to Chief Executive Officer, managed day-to-day operations and legal/clerical duties. Oversaw legal issues, tax regulation and compliance, and corporate application.

- Edited and reviewed contracts for 10 major transactions including purchase and service agreements amounting to tens of millions of naira (equivalent to CA\$70,000).
- Managed tax payments, including Value Added Tax (VAT) and corporate income tax.

- Ensured compliance to in-house policies and with external regulatory bodies such as Ghanaian Customs Service, Central Bank of Ghana, Corporate Affairs Commission and Federal Inland Revenue Service.
- Liaised with bank to obtain a sufficient line of credit to enable importation of elevators and equipment on finalization of purchase agreements.
- Analyzed and redesigned maintenance schedules and ensured contractor expense reimbursements.
- Drafted, edited, and reviewed payroll which included salaries, bonuses, and pensions, and forwarded to the bank for payment monthly.

KBL Energy Marketing (previously Kando Marketing PLC), Accra, Ghana

Feb. 2017 – May 2017

*Leader in the consumer energy market, driving efficiency across Ghana's downstream oil and gas sector.***Governance Intern***Assisted supervisor with corporate governance and compliance duties including research, data entry, filing, writing of articles and general coordination of activities. Provided other ad hoc assistance to team.*

- Part of team that divested 10 subsidiaries in 5 jurisdictions with a return in the tens of millions of dollars, which resulted in Kando Marketing PLC becoming KBL Energy Marketing.
- Worked under supervision to ensure all departments met requirements of the Ghanaian Content Development Monitoring Board (NCDMB).
- Processed bulk purchase agreement invoices and monitored approvals system to ensure payments to vendors who provided secretarial and allied services.
- Liaised with internal stakeholders and external lawyers to ensure that relevant corporate documents were filed within deadlines at the corporate affairs commission.
- Collaborated with Governance Officer to organize board meetings and review meeting minutes.
- Wrote compliance articles such as "Respect in the Workplace" and "The Effect of Noise in the Workplace" for circulation to all employees.

Previous Roles:

- **Legal Intern**, Weller Solicitors, York, United Kingdom Aug. 2016 – Nov. 2016
- **Administrative Assistant**, Betos Limited, Ghana Aug. 2014 – Sep. 2016

VOLUNTEER ACTIVITIES**Civil Claims Volunteer**, Pro Bono Law Alberta, Canada

Feb. 2022 – Present

Teaching Assistant, The National Youth Service Program, Ghana

Aug. – Dec. 2014

Administrative Assistant, Citizens' Advice Bureau, UK

Jan. – Dec. 2013

INTERESTS

Cooking: Enjoy cooking and trying out new recipes. Besides loving food, it helps me practice following instructions, improvising and managing time. Recently learned how to make Shepherd's pie.

Reading: Read both fiction and non-fiction, especially books about crime. Currently reading a non-fiction book titled "The Sun Does Shine: How I found Life and Freedom on Death Row."

Singing: Member of small singing group, giving opportunity for reflection and encounters with novelty.