

Vanessa J.D. Ofori

Edmonton, AB

EDUCATION

Internationally Trained Lawyer Pathway Candidate, 2024-2025

University of Alberta Law School, Edmonton, AB

Qualifying Certificate in Law, 2021-2024

Ghana School of Law, Makorla, Ghana

Executive Master of Business Administration (Finance), 2019-2021

University of Ghana Business School, Legon, Ghana

Bachelor of Laws (LL.B.), 2014-2017

Ghana Institute of Management and Public Administration (GIMPA), Accra, Ghana

Bachelor of Arts (Psychology and Philosophy), 2009-2013

University of Ghana, Legon, Ghana

WORK EXPERIENCE

Legal Intern, Sep 2021 - July 2024

Benchmark Lawyers & Consultants, Accra, Ghana

- Conducted legal research and drafted more than two hundred legal documents including statements of claims and client correspondence.
- Assisted in preparing financial accounts for more than thirty deceased's estates.

Court Intern, Jul 2023 - Sep 2023

Achimota Circuit Court, Accra, Ghana

- Observed over five hundred court proceedings from Mondays to Fridays, and conducted about twenty legal research reports concerning the proceedings as part of professional qualification requirements.

Legal Intern, Jul 2022 - Sep 2022

Ghana Cocoa Board, Accra, Ghana

- Drafted over twenty demand letters to overholding clients and conducted legal research on tenant disputes.
- Collaborated with team members and stakeholders on industry research and was responsible for presenting findings to the Legal Department.

Accounts Intern, Feb 2019 – Aug 2021

Trade Cross LTD, Accra, Ghana

- Reconciled accounts with natural gas providers and managed monthly payroll for employees.

Intern, Jan 2018 – Apr 2018

Commission of Enquiry into the Creation of New Regions in Ghana

- Assisted ten Commissioners in conducting numerous enquires into the establishment of new regions in Ghana.

Legal Intern (unpaid), Jun 2016 - Aug 2016

Sam Okudzeto & Associates, Accra, Ghana

- Researched adverse possession cases and prepared memoranda to be used by the lawyer heading the student team
- Drafted more than thirty statements of claim and correspondence to opposing counsel
- Attended over ten client meetings with a supervising lawyer.

Legal Intern, Jun 2015 - Aug 2015

Fugar & Company, Accra, Ghana

- Conducted legal research on bail for murder cases
- Collaborated with a team in drafting legal papers advocating for bail rights.

National Service Personnel, Oct 2013 - Jul 2014

Tema Oil Refinery, Tema Industrial Area, Ghana

- Organized over ten training programs for refinery employees.

VOLUNTEER EXPERIENCE

Volunteer, 2024-Present

Food Bank, Church of Pentecost, Edmonton, Alberta

- Provide food for anyone who needs food

Volunteer, 2024-Present

Student Legal Services, University of Alberta

- Provide legal services

Volunteer, 2002-Present

Osu Children's Home Orphanage, Accra, Ghana

- Organize fundraising drives and donations of food, clothing, and toiletries for orphaned children

Congress Member, 2022-2023

Ghana School of Law, Accra, Ghana

- Participated in student legislative processes, including budget approvals and election procedures on behalf of the Students Representative Council

Diplomatic & Foreign Affairs Committee Member, 2022-2023

Ghana School of Law, Accra, Ghana

- Organized events connecting students with international students and dignitaries
- Hosted two webinars on international education opportunities.

Daily mobility aide to a physically challenged student, Jun 2011 - Aug 2011

New York Institute of Technology, New York, USA

Senior House Prefect, 2007-2008

Akosombo International School, Akosombo, Ghana

- Oversaw student affairs in-house, maintained discipline, and coordinated logistics for the residence.

SKILLS AND INTERESTS

Languages - Twi (Fluent)

Hobbies – Ceramics, painting (murals), swimming, traveling and biking