**Miriam Amoah**

**Brunswick Court, Brunswick North Street,**

**Apartment 31, D07A563**

**|Phone: 0892394154 |Email: mamoah2@hotmail.com**

***| PROFILE:***

I am a multi-lingual, organized and a correct team player with good IT, client facing and business delivery skills. Key strengths include Good Legal skills, fluency in English and good in French languages, adaptability, willingness to learn, ramp up quickly as proven by my various experiences. I am an LLM Student looking for a Legal role.

**EDUCATION**

**Masters LLM in (International Law) – October 2020- September 2021**

**Modules**

Advanced Legal Research

International Commercial Law

Public International Law

Intellectual Property Law

International Privacy and Data Protection Law

International Asylum and Immigration Law

**The Law Society of Ireland**

Final Examinations 1 Candidate: October 2020-2021

Tort Law - Passed

**Third Level studies, LLB (Hons) in Irish Law : Completed**

**September 2016- June 2019**

**Griffith College Dublin**

**Address**: S. Circular Road, Merchants Quay, Dublin 8, DO8

**Modules:**

Contract law

Criminal law

Tort law

Introduction to legal skills

Information and Technology skills

Administrative Law

Company Law

Constitutional Law

Land Law

Law of Evidence

Public International Law

European Union Law

International Human Rights Law

Commercial Law

Equity and Trusts

Jurisprudence

Law of Banking and Finance

Revenue Law

Miscarriage of Justice

Employment Law

**Secondary school (Leaving certificate)**

**August 2012-May 2015**

**School**: Wesley Girls High School (Ghana)

Honors English

Honors French

Honors Economics

Honors Geography

Honors Social Studies

Honors Core Mathematics

Honors Integrated Science

● Alliance Francaise (French Educational System)

Kumasi, Ghana 2010-2014

• I was a Team Captain of high school track

• I Played Basketball, Hockey, Volleyball and was a Cheerleader.

• I was a band mistress and played Trumpet in a Regimental Band

***| CAREER HISTORY:***

Legal Intern **July 2021- Present** MS SOLICITORS (Essex Quay, Isolde’s Tower, Dublin)

I make outgoing calls to Clients and Barristers to confirm whether they are to represent a client in court or not.

I work closely with Solicitors, Legal Executives and Barristers

I help in filing cases and ask Solicitors from different Law firms to swear the affidavits.

I conduct legal research for both Barristers and Solicitors.

I visit the courts and manage case files.

I take payments for Phone Consultations, Zoom Consultations and in-Person consultations

I manage Client matters with a system called CLIO Manage and generate invoices for prospective clients.

I make errands for the firm

Legal PA Feb **2020-June 2020** LAWFIELDS CONSULTING , Corporate/Commercial Law firm (Accra)

* I Acted as a Personal Assistant to a Barrister and a Solicitor
* I Visited the courts and managed case files
* I Made outgoing calls to prospective clients
* I Worked closely with a Barrister and a Solicitor to draft contracts and pleadings and leases
* I Conducted legal research, while making good use of the internet and Library in the Firm

Sales Advisor- **Nov 2019 – Jan 2020** COS STORES (Grafton Street, Dublin)

* I Received deliveries
* I Replenished clothes
* I worked on the till as a Sales Advisor
* I also Assisted customers in finding clothes, accessories, jackets and shoes online

Lead Generator (FBMA) - **May 2018 – August 2018** IDG (Jervis Street, Dublin)

● I represented and branded IDG services by making professional outgoing calls to prospective clients.

● I was involved in research and building customer’s interests in the services, and products available.

 ● I engaged with clients, make them share information and conduct surveys.

● I gathered and record great client conversations

● I was responsible for contributing to projects, and process improvements.

Sales Assistant - **Mar 2017 - Jan 2018** LUSH HANDMADE COSMETICS (Henry St, Dublin, Ireland)

● Assisted customers with finding products that meet their needs and gave little spa treatments.

● Suggested, explained and demonstrated how to use products.

● Stocked shelves, cleaned floors, and organized sales areas.

● Won various individual and group competitions.

● Showed exceptional skill on the shop floor when it came French customers and aided them while shopping.

Sales Advisor - **Dec 2016 - Feb 2017** SCHUH (Dundrum, Dublin, Ireland)

● Greeted customers, identified their needs, made suggestions that enhanced my sales target.

● Kept records and stocked shelves in the stockroom whereby improving the layout of the space.

● Interacted with French customers and was able to communicate with them hence facilitating their shopping experience.

● Prevented theft and kept the premises clean.

● Constantly met daily goals and most times exceeded the target.

● Conducted research on my managers behalf.

● Liaised with staff and clients.

● Collected and filled expenses.

● Miscellaneous tasks to support my manager.

***| VOLUNTEER WORK:***

International Student Ambassador for Griffith College Dublin

I am the friendly face that new international students see straight from the arrival gates of the Dublin Airport.

President of Griffith College’s African Society **2017 – 2018**

I presided over the society and meetings. I planned, organized, and carried out responsibilities associated with my role as the society’s chief executive officer. I learnt that my planning and preparation skills count, and my enthusiasm was key.

Vice President of Griffith College’s African Society **2016 – 2017**

I assisted the president and other society officers in completing their duties. I effectively contributed to the society’s operations. I was involved with the work and understand the policies of the club.

***| IT SKILLS & LANGUAGES:***

* WordPress, Canva, CorelDraw, Microsoft Office: Word, Excel, PowerPoint, Outlook, Mozilla Firefox, Explorer.
* English (Speaking, writing, and reading), French (Speaking, writing and reading),
* Planning, Organizing, Leading, Encouraging, Focused, Ambitious.

***| INTERESTS:***

I love traveling. I have been to Ireland, Dubai, and Amsterdam. I like interacting with people of diverse cultures, especially youth and children. I love cooking, music, colouring, sketching, designing, swimming, puzzles, cycling, and computing.

**Availability: Full Time**

 **REFERENCES**

GRIFFITH COLLEGE

South Circular Road, Dublin 8.

Tel: +353 1 4150400 Fax: +353 1 4549265 Website: www.griffith.ie

10/09/2019

Miriam Amoah— Student 2915030

To Whom It May Concern

The above student, Miriam Amoah, commenced her LLB (Hons) Degree programme in Griffith College, Dublin in September 2016 and has successfully completed both first, second and third year of the LLB degree. Miriam has completed her LLB programme with a H2.2 grade.

I specifically had the pleasure to lecture and assess Miriam in Academic Year 2017/2018 and Academic Year 20 1 8/2019 in Company Law and Equity and Trusts respectively. In these Modules, we covered a broad range of complex principles and issues ranging from corporate crime to the management of Trusts. At all times, she showed a good propensity for academic research, good presentation of her work and a solid critical and analytical capacity.

Throughout this time, I also found her to be an impressive student on a number of other levels.

She approaches her studies in a most diligent, conscientious and professional manner. She has the capacity to assimilate ideas and material and apply them in a practical and relevant way. She has a good and efficient work ethic. She also presents herself in a professional manner at all times both in terms of her engagement in class and in her engagement with the Faculty generally.

On a personal note, I find Miriam to be hard-working, sincere and pleasant young woman who would be a credit to any Academic Programme that accepts her.

I trust this is to your satisfaction. If you have any queries, please do not hesitate to contact me.

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| Ohn Eardly, BA.,  |

LLM (NUI)., Barrister-at-Law,

Programme Director,

LLB (Hons), Faculty of Law,

Griffith College, South Circular Road,

Dublin 8.

Telephone: + 353 1 4163361

Email: john.eardly@griffith.ie

Directors: D.A. Hegarty (President), R. Callanan, P. Kent, T. Mac Eochagäin, F. Scott-Lennon, R. Fenelon, P. Sheehan, D. Hegarty Joint Secretaries: R. Callanan, P. Sheehan

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GRIFFITH COLLEGE

South Circular Road, Dublin 8.

Tel: +353 1 4150400 Fax: +353 1 4549265 Website: www.griffith.ie 12th March 2019

TO WHOM IT MAY CONCERN

Re: Miriam Amoah

Dear Sirs/Madam,

I refer to the above named Miriam Amoah.

Miriam has completed her LL.B. (Hons) law degree (Level 8 NFQ, validated by QQI) at Griffith College.

The LL.B. (Hons) is an intensive programme with students attending lectures up to four days a week, sitting a combination of core and elective modules and being assessed by way of exam, assignment and on-going assessment (dependant on module).

Over the course of Miriam's studies, I have had the opportunity to work with Miriam in my capacity as a lecturer and Head of Faculty of Law.

Miriam is a hard working individual who during her time with Griffith College has demonstrated a strong transferrable skill set with the ability to engage with her peers as both a leader and team player in addition to working on her own initiative. Miriam's competencies and skills include strong verbal and written communication, the ability to actively listen, apply logical reasoning and sound judgement while displaying organisation and multi-tasking skills.

Based on Miriam's grades, attendance, participation and academic performance I believe Miriam is a positive addition to the LL.B. (Hons) law degree programme and that Miriam would actively embrace any future opportunities she is afforded.

Should you require any additional information please do not hesitate to contact me at 01 4163372 or by email at karen.sutton@griffith.ie.

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Head of Faculty

Faculty of Law

Directors: D.A. Hegany (President), R. Callanan, P. Kent, T. Mac Eochagåin, F. Scott-Lennon, R. Fenelon, P. Sheehan, D. Hegarty

Joint Secretaries: R. Callanan, P. Sheehan

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