

# Carmerna C. Yeke

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## Objective

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A General Counsel with the expertise to oversee all legal and external affairs including litigation, investigations, compliance, mergers and acquisitions, contract matters and international trade issues.

## Bar Admission

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Member, Liberia National Bar Association, 2012

## Education:

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- **University of Houston Law Center, LL.M. Degree (Energy, Environmental, and Natural Resources Law)**, Houston, Texas, May 2015
- **Louis Arthur Grimes School of Law, University of Liberia, Liberia LL.B Degree (Law)**, December 2011
- **UNDP Microfinance Distance Learning Program, Liberia, Certificate**, June 2009
- **African Methodist Episcopal University, Liberia, BBA Degree (Accounting)** November 2006

## Profile

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Experienced and dedicated Lawyer with 7 years of experience in providing legal services from representing clients during litigation in various Courts and at administrative hearings to performing legal, factual and records research. A deep understanding of providing a range of legal support and administration to junior lawyers and other legal professionals engaged in corporate, criminal, civil, labor and estate law.

## Work Experience

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August 2017 – December 2017

eDiscovery Paralegal

**Lumen Legal, USA**

### **Job Description**

- Assisting attorneys with large-scale document collection, production and review through various platforms during discovery.
- Performing legal research using various resources, including corporate records and computer databases to supply legal or factual information for inclusion in memoranda, directives, and pleadings; utilizes various specialized software and litigation databases to gather, summarize, and analyze data.
- Acting as an internal consultant and provide hands-on support to attorneys and legal staff in the development implementation and support of efficient, cost-effective discovery processes.
- Maintaining, tracking, and reporting on data
- Advising and consulting with legal teams to identify and implement best practices and procedures for the identification, preservation, collection, analysis, processing, review, and production of electronic discovery materials

May 2012 – October 2016

*Associate*

**Pierre, Tweh & Associates Law Firm, Liberia**

### **Job Description**

- Represented clients during litigation in various Courts and at administrative hearings.
- Drafted legal documents and contracts. Audited and maintained clients' files.
- Negotiated settlement agreement on client's behalf. Acted as an adviser and provided client with an informed understanding of the client's legal rights and obligations and explained their practical implications.
- Advised both foreign and local clients on the laws applicable to the transaction and on the appropriate structure that should be adopted to manage and minimize the legal and commercial risk involved.
- Assisted clients with commercial negotiations, management and execution of the transaction.

January 2011 – April 2012

*Paralegal*

**Pierre, Tweh & Associates Law Firm, Liberia**

### **Job Description**

- Assisted and provided a range of legal support and administration to lawyers and other legal professionals engaged in corporate, criminal, civil, labor and estate law.
- Performed legal, factual and records research. Identified relevant judicial decisions, statutes, legal articles, codes and other pertinent material.
- Organized, analyzed, crosscheck and validated information. Prepared written reports.
- Drafted legal documents including briefs, pleadings, appeals, agreements, contracts and legal memoranda.
- Assisted in preparing legal arguments, applications, declarations and motions.
- Prepared correspondence, check and edit legal forms and documents for accuracy.
- Developed and maintain client database and files. Organized and track case files.
- Reviewed and monitor new and updated laws and regulations.
- Located and interview witnesses, help with trial preparation including witness lists, exhibits and trial binders.

March 2010 - January 2011

*Loan Recovery Officer*

**Ecobank Liberia Limited, Liberia**

**Job Description**

- Reported to management on all non-performing loans.
- Led the team that visited customers who were not making payment on a regular basis. Managed customers and recover debts in a professional manner.
- Ensured appropriate recovery is achieved and generally provided pragmatic and effective legal support on impaired debts of the bank. Led detailed negotiations with customer regarding the exit recovery strategy.
- Assisted in preparing instruction to internal lawyers, manage relationship with external service provider such as liquidators, valuers, Accountant, judicial managers, etc.

*Deputy Head, Small & Medium Enterprise/Retail Banking, October 2007 - February 2010*

- Facilitated the growth, sales, and marketing strategies of the bank.
- Supervised the handling of small enterprise and medium accounts regarding credit relationship. Initiated and structured clients' credit applications for secured transactions and financing, increasing the bank's revenue drive in compliance with the bank policy.
- Performed risk mitigation, ensuring Risk Management completed its inspection. Analyzed the competition and oversees the market research.
- Reviewed previous activities on customer accounts for unauthorized overdraft.

June 2007 - August 2007

*Customer Service Agent*

**DHL, Liberia**

**Job Description**

- Ensured customers were served adequately. Performed packaging quality inspections and completed sales transactions.
- Resolved all customer queries. Sorted incoming and outgoing mail, according to type and destination. Prepared daily report on packages received from the courier and packages delivered to clients.
- Carried on package tracking, package processing and daily records accounting.

**Professional Association**

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- Liberia National Bar Association

**Other Skills**

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- Microsoft Office