**EDUCATION**

**Georgetown University Law Center**,Washington, D.C.

*Master of Law (LLM), International Legal Studies,* May 2018

*Certificate, International Human Rights* *Law,* May 2018

*Certificate, Foundations of American Law and Legal Education*,July 2017

## Hague Academy of International Law, The Netherlands

United Nations International Law Fellowship Program

*Certificate, Courses in Public International Law,* June 2015

## Louis Arthur Grimes School of Law, Liberia

*Bachelor of Law (First Place Honorary), General Law,* May 2012

## The University of Liberia, Liberia

### Bachelor of Science, Economics and Mathematics, February 2006

**Awards and Honors:**

Recipient, *Leadership & Advocacy for Women in Africa Fellowship*, Georgetown University Law Center, 2016 Recipient

*High Honors Society*, University of Liberia, 2012

# PROFESSIONAL EXPERIENCE

***Commissioner***, Republic of Liberia (Five-year tenure) **August 2021- Present**

**Independent National Commission on Human Rights
Department of Complaints, Investigation Monitoring**

Supervise all human rights monitors, investigators, and regional coordinators throughout the 15 political subdivisions of Liberia; receive, collate, and analyze field reports on the human rights situation in Liberia; prepare monthly, quarterly, and annual reports on the human rights situation in Liberia; manage and/or supervise the holding of quasi-judicial hearings, build strategic partnerships with governments, international partners, civil society organizations and other relevant stakeholders; serve as a focal point for women human rights defenders; technical lead on all women related human rights concerns, including trafficking in persons, rape, migration and nationality issues, and women political participation.

***Assistant Professor of Law,*** Monrovia, Liberia. **September 2019-Present Louis Arthur Grimes School of Law**Teaching International Humanitarian Law and Human Rights Law

***Gender Desk Consultant,*** Monrovia, Liberia February 2021 – June 2021 **United Nations Office of the High Commissioner for Human Rights**

**The Spotlight Initiative Project**Establishment of a Gender and Human Rights Desk

Law Reform Commission of Liberia
(Addressing gender inequalities reflected in the laws of Liberia)

Drafted and finalized background papers for consultative meetings with the Commission and their stakeholders; produced Guidelines to mainstream and integrate gender and human rights into the Commission’s operations; produced a Training Manual and Gender Checklist; produced a Roadmap and Methodology to inform the law reform process from a gender and human rights lens; drafted Terms of Reference and Action Plan for designated Gender and Human Rights and Gender Focal Person and Alternate; conducted training and capacity building support (mentoring) to Gender and Human Rights Focal Person and alternate; established a human rights and gender desk; and, prepared a final report.

***Chief Legal Counsel,*** Republic of Liberia August 2, 2018- August 11, 2021

**National Investment Commission of Liberia**Prepared, reviewed and negotiated concession agreements and other related memoranda intended to promote and establish investment opportunities in Liberia; prepared routine employment and service contracts incidental to the day to day operation of the Commission; advised administration on employment policies and labor related legislation; represented the Commission at various investment forums and technical meetings at the behest of the Chair; represented the NIC in all litigation; advised the Commission on various aspects of Liberian law; and, supervised departments and render administrative oversight in the absence of the Chairman.

***Legal Intern***, Washington D.C, United States of America June 2018- July 2018

## AEquitas, The Prosecutors’ Resource on Violence Against Women

Researched and synthesized statutes and relevant case law identified pending legislation and emerging issues concerning gender-based violence and human trafficking; assisted with the development of resources for prosecutors and allied professionals in the U.S. and abroad; and, identified gaps in current prosecutorial mechanisms to address sexual violence in Liberia with recommendations on how best to increase accountability.

***National Legal Advisor***,Republic of LiberiaJune 2016-June 2017

## International Development Law Organization

Catalogued, analyzed and provided guidance on various aspect of Liberian law with recommendations on how best the rule of law could be achieved. Hosted collaborative fora between actors of the National Sexual

Offense Court with the aim of trouble shooting, proposing reforms and finding solutions to issues affecting the efficiency and accountability of the Court. Planned and organized capacity building initiatives for

judges, party litigants, court staff, the police and victim support officers as a means of ensuring the overall efficiency of the Court.

***Assistant Legal Counsel***, Republic of Liberia May 2014-June 2016

## Ministry of Foreign Affairs

Reviewed and provided guidance on treaties and related international instruments for signature, accession, ratification and domestication. Provided legal services with regards to matters of foreign policy, local diplomatic missions, diplomatic and consular relations abroad, administration and other functionaries covered by the Ministry of Foreign Affairs.

***Prosecuting Attorney***, Republic of LiberiaMay 2013-April 2014

## Ministry of Justice

Provided legal representation in criminal and civil matters in which the State had an interest. This representation entailed performing research of all relevant Liberian laws relating to the matter at bar, review and analysis of police reports, victim and witness preparation, trial preparation, preparation and filing of legal briefs, legal memorandums, motions and other related precepts.

***Executive Assistant to the Resident Representative*,** Republic of Liberia March 2012-March 2013 African Development Bank/African Development Fund-Liberia Field Office

Provided programmatic and administrative support to the office of the Resident Representative. Coordinated the calendar of the Resident Representative and ensured smooth collaboration between ADB-Liberia Office, ADB Headquarters, donor organizations and line ministries.

***Programme Associate*,** Republic of Liberia March 2006-March 2009

## American Bar Association/Africa Rule of Law Initiative

Provided programmatic, administrative and financial support that included, documenting financial expenditures; making projections for future expenditure, petty cash management, ensuring that all expenditures met and exceeded ABA requirements; maintaining a contact database and establishing and maintaining files.

***Finance/Administrative Officer*,** Republic of LiberiaJuly 2005- November 2005

## The Carter Center

Managed the daily finances of the project including handling petty cash, reviewing pro-forma invoices, preparing and reconciling advances, maintaining a daily ledger of project expenses; prepared bi-monthly financial reports; maintained an office filing system, managed human resources administration, prepared and vetted contracts for local hires with the Ministry of Labor, kept daily time sheets and distributed monthly compensations.

***Administrative Assistant/Finance Officer*,** Republic of Liberia

November 2004

**Emergency Response Fund Program**

## United Nations Office for the Coordination of Humanitarian Affairs

HCS Building, Mamba Point

Maintained the fund’s database; logged, inputted and processed application forms on the system and maintained a record of project progress; prepared quarterly financial reports and projections/requests for Headquarters; Procured and managed supplies for the office; kept a day to day running of requests and supplies to office staff; attended coordination meetings and reported on discussions as it related to acute

emergencies; verification and editing of financial and narrative reports submitted by implementing partners and monitoring and evaluation of projects.

***Administrative Assistant to the Res. Rep*,** Republic of Liberia

March 2004

## United Nations Food and Agriculture Organization (UNFAO)

Arranged appointments and calendar for the FAOR; prepared correspondences on routine matters; arranged meetings, both externally and internally as well as took minutes and/or notes at meetings; received, screened, logged and routed all correspondences (telephone calls, emails, fax), attached necessary background information and maintained a follow up system; maintained office records and reference files on various subjects.

***Administrative Assistant*,** Republic of Liberia

March 2001

## United Nations Food and Agriculture Organization(UNFAO)

Procured and managed supplies for the office, keep a day to day running of the requests from and supply to the office staff; Draft correspondences on routine matters; Participated in the process of documenting (keeping an up to date report) of supplies (seeds, tools, etc..).

# ASSOCIATIONS

***Faculty Member,*** Louis Arthur Grimes School of Law

***Fellow,*** Leader and Advocacy for Women in Africa(LAWA)

***Member***, African Student Association, Georgetown University Law Center

***Member***, Liberia National Bar Association(LNBA)

***Member***, Association of Female Lawyers of Liberia(AFELL)

**BOARD MEMBERSHIPS**

 **Member**, International Advisory Board
The University of Liberia Center for Diaspora and Migration Studies

**SCHOLARLY WRITINGS APPROVED FOR PUBLICATION**

1. INCREASING ACCOUNTABILITY FOR RAPE IN LIBERIA: THE NEED FOR A FORENSIC SYSTEM TO INCREASE THE SUCCESS RATES OF PROSECUTION *accepted by* ***William and Mary Journal of Race, Gender and Social Justice (Formerly Women and the Law)***