

MS. ABIGAE TOWETT

Nationality: Kenyan

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CAREER OBJECTIVE

To secure a legal internship position where I can utilize my legal education and research skills to support the organization in achieving its goals. I am committed to learning and contributing to the success of the organization while gaining practical experience.

EDUCATIONAL BACKGROUND

2020 – 2024	Strathmore University Bachelor of Laws (LLB) 4 th Year
2016 –2019	Moi High School Kabarak (MHSK) Kenya Certificate of Secondary Education (K.C.S.E) Grade: A
2007 – 2015	Kericho Primary School Kenya Certificate of Primary Education (K.C.P.E) Total: 412 Marks

WORK EXPERIENCE

April – July 2023

A. Internship, Ashitiva Advocates LLP

Responsibilities

- ✓ Legal Drafting
- ✓ Legal Research
- ✓ File Management
- ✓ Legal Due Diligence
- ✓ Reviewing Agreements
- ✓ Drafting Correspondence
- ✓ Attending Client Meetings
- ✓ Team Strategy Discussions

April – May 2022

B. Judicial Attachment, Kericho Law Courts

Responsibilities

- ✓ Writing rulings and judgements
- ✓ Data entry in the High Court Civil Registry
- ✓ Writing minutes of meetings as assigned by the Presiding Magistrate
- ✓ Keeping daily records of the orders of the court in the Registry Movement
- ✓ Manually looking for and arranging case files according to the next date to appear in court

April – June 2021

C. Voluntary Service, Kenya Youth Consortium Kericho Branch (KYC) – 200 hours

Responsibilities

- ✓ Conducting research for grant proposals to donors to get funding for the organization
- ✓ Planning events centered around youth activities such as the Skills Infusion Program
- ✓ Managing the organization's social media accounts in particular Instagram and Facebook
- ✓ Creating a BlogSpot for the organizations and writing blogs related to the organization's programs and objectives

Link to the KYC BlogSpot: <https://kycblogs.wordpress.com/>

Feb – March 2020

D. Intern under the Equity Leaders Program 2020, Equity Bank Litein Branch

Responsibilities

- ✓ Customer service
- ✓ Accounting opening
- ✓ Working as a teller in the cash box
- ✓ Assisting customers to fill in loan applications in the Loan Department
- ✓ Making phone calls to bank customers to reactivate their accounts in the event they became dormant

ACHIEVEMENTS

- o Winner, 2nd Annual East Africa Pre-Moot in Nairobi (21 – 25 February 2023)
- o Researcher and Oralist, 30th Annual Vis Moot Competition held in Vienna, Austria (2022 – 2023)

- o Most Outstanding Project Member in the HIV/AIDs Project, Strathmore Law Clinic (2022)
- o 2nd Position Dean's List for the Academic Year 2021 – 2022, Strathmore Law School
- o 3rd Position Dean's List for the Academic Year 2020 – 2021, Strathmore Law School
- o Holder of the Chinese HSK 2 Certificate offered by the Confucious Institute, Beijing China (2022, valid till 2025)
- o Associate Member, Chartered Institute of Arbitrators – Kenya (MCI Arb, 2021 – 2023)
- o Reviving the MHSK Girls' Shairi Team and leading the team to the National Music Festivals (2018)

COMPUTER PROFICIENCY SKILLS

Microsoft Office: Word, Excel, One Drive and Power Point

WordPress

Canva

LANGUAGES

English

Kiswahili

Chinese – Mandarin (Elementary)

EXTRA CURRICULAR ACTIVITIES

- o Intern, Strathmore Dispute Resolution Center
- o Senior Clinician, Strathmore Law Clinic
- o President, Strathmore Legal Drafting Program under Strathmore Law Clinic
- o Assistant Committee Leader: Events Planning, Young Arbiters Society (YAS) Strathmore University Chapter

LEADERSHIP POSITIONS HELD

- o Deputy Head Girl Moi High School Kabarak Class of 2019
- o Library Prefect Moi High School Kabarak 2018
- o Head Girl Kericho Primary School Class of 2015