**MS. ABIGAEL TOWETT**

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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) 4th 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**

1. **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**

1. **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**

1. **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**

1. **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

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



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