

CURRICULUM VITAE

Anney Olympia Awuor

Cell: 0703863264

Email: anneyolympia@gmail.com

Dynamic and Personable law STUDent

i. Key Attributes

- Interactive and cooperative
- Ambitious and willing to learn
- Ability to work under very minimal supervision
- Teamwork

ii. Professional Qualification

Post Graduate Diploma in Law

Bachelor of Laws

iii. Education background

Feb 2020- April 2021:	Kenya School of Law Post graduate Diploma in Law
Jan 2015- Dec 2019:	University of Nairobi, School of law, Kenya Bachelor of Laws
May 2016- 2016 June:	KASNEB - Certified Secretaries (Section one)- Credit (Section two)- On going

2014 July- 2015: **Vision Institute of Professionals**
International Computer Driving License (ICDL)
Proficiency in Microsoft Office Curriculum.
(MS-Excel, MS- access, MS- word, Internet, MS- PowerPoint)

2010 – 2013 **St. Mary's Lwak Girls' High School**
Kenya Certificate of Secondary Education (K.C.S.E)

Work Experience:

Feb 2019- Dec 2019: **Wambasi and Company Advocates,**

Legal intern

- Conducting research on several areas relating to legal issues
- Drafting and reviewing company agreements and professional service agreements
- Reviewing and assisting in developing processes for expediting legal procedures in the firm
- Drafted and edited legal documents and contracts

July 2017 – Nov 2017: **Solar Points Technology Ltd**

- In charge of front desk management and secretary.

Feb 2017- June 2017: **Hallmark advertising and Marketing Ltd**

- Doing a good breakfast campaign with blue band in stores.
In the above capacity my aim is to ensure customers know the benefit of a good breakfast with blue band.

Sept 2016- Nov 2016: **Kibera Law Court**

I worked at as an intern, my responsibility was to ensure the judge had every file ready in court and also did some clerical work.

Personal interests:

Playing badminton, reading and volunteering to donate in children's homes every year.

iv. Referees

1. Mr. Carl Wambasi
Partner at Wambasi & CO. Advocates
Tel: 0722842302
Nairobi.
2. Mr. Joseph Koech
Tel: 0720265663
Nairobi.