

i) Summary / Profile:

---

A passionate, diligent, and hardworking student of Law, with deep understanding and appreciation of the Kenyan legal system.

**Key Skills and Competencies:**

---

- Able to prepare, draft and file pleadings in a timely, comprehensive and effective manner.
- Able to conduct proficient legal research and present the same in well formatted and comprehensive legal documents.
- Proficiency in basic legal research tools and is able to perform effective legal analysis in various legal fields.
- A focused problem solver who can prioritise and complete multiple tasks whilst maintaining the quality of the outcome.
- A pleasant professional with the ability to work independently and in teams and can cultivate meaningful working relationships with other colleagues, supervisors, and managers.
- Able to effectively engage with persons from different cultures and diverse audience.
- Strong work ethic and good judgement

**Academic and Professional Qualifications:**

---

**Diploma Advocates Training Programme (LLB)**

Kenya School of Law, [ 2021- 2022]

**Bachelor of Laws (LLB)**

Moi University, [ 2015-2019]

*Second Class.*

**Kenya Certificate of Secondary Education**

St Monica Chakol Girls [ 2010-2013]

*Grade C+*

**Kenya Certificate of Primary Education**

Nairobi South Primary School [2002-Dec 2009]

**Professional / Work Experience:**

---

**Pupillage**

**Nairobi City County,  
Office of the County  
Solicitor**

Reporting to:

**In charge of legislation  
drafting department**

*August 2022-  
February 2023*

**Responsibilities and achievements:**

- Preparation and drafting of research materials and legal opinions
- Drafting and filing of pleading
- Attending meeting and noting client instruction and statements
- Attending Court proceedings

## Curriculum Vitae

# STEPHANIE PRISCILLA ADOYO

Postal Address:

**P. O. Box 5881 - 00100  
Nairobi Kenya**

Email Address:

**Stephanie.adoyo@gmail.com**

Telephone:

**+254 715471888**

- 
- Coordinating research teams in the preparation and presentation of submissions

---

## Legal Intern Kisumu Law Courts

Reporting to:  
**[Resident  
Magistrate]**

*June - July 2017*

### Responsibilities and achievements:

- Research work
- Ensured proper recording of court dates.
- Periodically attend to clients at the Customer Service desk
- Conducted searches in registries for requested files.
- Attending Court proceedings before the supervising Resident Magistrate
- 

## Computer / IT Proficiency:

- 
- *MS Office:* MS Word, MS Excel, MS PowerPoint, MS Access, MS Outlook

## Interests:

- 
- *Interests:* Art, Technology, Volunteer work & History

## Personal Details:

*Gender : Female*

*Languages:* English (fluent) & Kiswahili (fluent)

*Nationality & residence:* Kenyan, Kenya

*Marital status:* Single

## Referees:

Fredrick Achola  
Legal Counsel  
Nairobi City County  
P.O. Box 30075-00100  
Nairobi, Kenya  
Tel: 0723451292

John Ogeno  
Legal Counsel  
Ogola & Co. Advocates  
P. O. Box 9521-00100  
Tel: 0713077103