

Curriculum Vitae

STEPHANIE PRISCILLA ADOYO

Postal Address:

P. O. Box 5881 - 00100
Nairobi Kenya

Email Address:

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Telephone:

+254 715471888

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

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- Coordinating research teams in the preparation and presentation of submissions
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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
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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