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MAUREEN WAIRIMA, ADVOCATE.

Contact information



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PROFILE

A God fearing Advocate, with a multi – disciplinary background, experienced at working in different Law Firms and a Tribunal. With experience in researching and analyzing legal data for both oral and written presentations.

Core competencies include: Oratory and presentation skills, analytical skills, legal procedures, drafting skills and research skills. Educational credentials include: Bachelor of laws (LLB) and post graduate diploma, Advocates Training Program (ATP).

WORK EXPERIENCE

APRIL 2019 – TO DEC 2019

JUDICIARY- TRANSPORT LICENSING APPEALS BOARD(TLAB).

LEGAL ASSISTANT

Responsibilities:

- ✓ Drafting Rulings and Judgments.
- ✓ Drafting correspondence
- ✓ Conducting in- dept research on legal issues
- ✓ General office management
- ✓ Attended court sessions in various Counties.
- ✓ Briefing the Board on legal issues raised in particular cases.

Skills enhanced:

- ✓ Managing multiple files
- ✓ Analytical skills
- ✓ Increased understanding of legal issues and how they affect the ordinary citizens.
- ✓ Attention to detail.
- ✓ Drafting skills.
- ✓ Research skills

Achievements:

I drafted a good number of Judgments and Rulings.
I gained first hand experience on Judicial Review matters and got very familiar with our court systems and process as I attend court in various Counties.

JAN 2018 – AUG 2018

MBIRIRI NGUGI & CO.

PUPILAGE.

Responsibilities:

INTERESTS.

- **DISPUTE RESOLUTION**
- **COMMERCIAL LAW**
- **CONVEYANCE**
- **RESEARCH**

- ✓ I was involved in conducting in depth legal research, identifying appropriate laws and investigating particular case facts to ensure that all relevant information was considered.
- ✓ Conducting client interviews and client briefing.
- ✓ Drafting arbitration awards.
- ✓ Drafting Pleadings, Contracts, Opinions, Submissions and Conveyancing documents.
- ✓ Negotiating contracts.
- ✓ Attending court proceedings.
- ✓ Drafting cross examination questions.

Skills enhanced:

- ✓ Ability to work under pressure and still meet strict deadlines.
- ✓ Understanding client's problem before attempting to provide a legal opinion and strategy.
- ✓ Preparing daily reports.

Achievements:

During my time at the firm, I was involved in researching and drafting the final submissions for a 30 year old case.

I drafted, scrutinized and advised on over 400 contracts and Conveyancing documents.

SEP 2013 – DEC 2013

OJIENDA & CO. ADVOCATES(LIAN CENTER)

LEGAL INTERN.

Responsibilities:

- ✓ Drafting various court documents and filing in court
- ✓ Trial preparation
- ✓ Creating and maintaining schedules for the advocate

Skills enhanced:

- ✓ Effective management of high volume and pressure assignments.
- ✓ Excellent social skills that fostered solid relationships with colleagues and clients.
- ✓ Maintaining the confidentiality of legal documents and firm records.

Achievements:

I updated the filing system by classifying all the files, creating a manual system and a corresponding computerized system. I reviewed all dormant files and made recommendations to either close them or drafted an opinion on the way forward.

APRIL 2012 – AUG 2012
P. K NJIRI & CO. ADVOCATES
LEGAL INTERN.

Responsibilities:

- ✓ Drafting various court documents and filing in court.
- ✓ Creating and maintaining schedules for the advocate.

Skills attained:

- ✓ Effective management of high volume and pressure assignments.
- ✓ Excellent social skills that fostered solid relationships with colleagues and clients.
- ✓ Maintaining the confidentiality of legal documents and firm records.

Achievements:

I learned how to file a matter from scratch as I used to follow the clerk around and learn from him. I attained most of the skills during my time at the firm and enhanced them at the various institutions I have worked in.

Academic attachment

APRIL – AUG 2013
MILIMANI COMMERCIAL COURTS
CLINICALS

Key roles:

- ✓ Following court proceedings.
- ✓ Legal research.

- ✓ Maintain a filing system.

Skills attained:

- ✓ A proper understanding of court procedures and the operations at the registry.

EDUCATION

Currently:

CS50 for Lawyers by Harvard University April 2020

Entails: Computer Networking, Computer Science, Cyber security, Data Algorithms, Data Structures, Programming and Data Bases.

ADMITTED TO THE BAR February 2020

As an Advocate of The High Court of Kenya, My status on the Law Society of Kenya's portal is active as I have already paid for my Practicing Certificate, I am therefore ready to represent the Organization in the capacity of an Advocate.

KENYA SCHOOL OF LAW 2017

Advocates Training Programme (ATP)

I interacted with the practical side of the law, the main procedures that were highlighted at my undergraduate level. I learnt in detail how to express myself on written presentations and Orally.

MOUNT KENYA UNIVERSITY 2012- 2016

Bachelor of Laws(LLB) (SECOND CLASS UPPER)

During my tenure in Law school, I was involved in various activities including mooting. I had the opportunity to represent my school in mooting competitions from which I uniquely mastered the art of Legal Research and acquired Oratory skills.

I was a very active member of the Kenya Module United Nations. I had the opportunity to represent my campus at conference meetings which further hanested my research and presentation skills.

ROCKY COMPUTER COLLEGE 2010
Computer Hard ware and soft ware

ST TITO HIGH SCHOOL 2005 – 2009

K.C.S.E B-

I loved Social Sciences, English and debate

STRENGTHS

As demonstrated, I have a respectable amount of experience in the legal field, the opportunities I have had have **immensely evolved my way of thinking, largely improving my interpersonal skills while adding on to my knowledge of the law, Oratory and presentation skills, legal procedures, drafting skills and research skills.**

My exposure cuts across and will enable me to work in any filed.

SKILLS

Office applications:

- MS - Excel
- MS – Word
- MS – Access
- MS – Outlook
- MS – PowerPoint
- Oscola

REFERENCES

1. DICKSON WAWERU,
CHAIRPERSON OF THE TRANSPORT LICENSING APPEALS
BOARD(TLAB).
+254 723 827 625.
2. MBIRIRI NDERITU,
MBIRIRI NGUGI & CO. ADVOCATES,
VICE CHAIR CIARB(K) DIRECTOR AT INTERNATIONAL
CHAMBER OF COMMERCE.
+254 722 283 160,
3. JAMES NDUNGU NJUGUNA,
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