

# EVALYNE NTHENYA MULUNGYE

## CURRICULUM VITAE

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### CAREER OBJECTIVE

Dedicated and results-oriented legal professional with experience in litigation and Case Management .A high-performing, adaptable, self-driven and hardworking individual who enjoys the challenge of working within a busy and demanding work environment. I have a firm sense of response and capacity to work hard on my own initiative or as part of a team, under minimum supervision, and can deal with organizational duties competently to meet deadlines set as well as personal growth.

### CAREER HIGHLIGHTS

- ✓ Successfully recruited as a pupil at Wekesa and Simiyu, Top 100 Law Firms in Africa, and subsequently retained as an Associate due to excellent performance.
- ✓ Successfully topped a series of recruitment interviews by the donor (United Nations Development Programme) to be appointed a Research Assistant at the Faculty of Law Legal Aid Project for three (3) years in a row.
- ✓ Appeared on the Dean's list for being the top female performer in my year and missing first-class honors by 0.2%
- ✓ Scored 9 Passes on the first attempt at Kenya School of Law for the Post Graduate Diploma in Law

### EDUCATION PROFILE

- ***Bachelor of Laws, Second Class Honors (69%)***  
Egerton University, Nakuru, Kenya  
2017–2021
- ***Post Graduate Diploma in Law (Scored 9 Passes on the first attempt)***  
***Kenya School of Law, Nairobi, Kenya***  
2022–2023
- ***Kenya Certificate of Primary Education***  
Carmel Girls High school- Scored grade B (plain)

### PROFESSIONAL EXPERIENCE

**Advocate**

**Wekesa and Simiyu Advocates, Nairobi**

**January 2024 – Current**

### ACHIEVEMENTS

At Wekesa and Simiyu Advocates, I have the following duties and responsibilities:

- Provide comprehensive legal support and strategic guidance to the Senior Associates Partners in litigation matters, including Client interviews, care and meetings, drafting pleadings and court documents, Attending Court, managing discovery processes, and representing the company in hearings before courts and tribunals.
- Manage a portfolio of complex litigation cases, resulting in favorable outcomes and mitigated risks for the firm.
- Collaborate with cross-functional teams to ensure compliance with regulatory requirements and corporate policies.
- Conduct thorough legal research and analysis, resulting in the development of effective case strategies and favorable outcomes for the company
- Handle a variety of legal casework including commercial disputes, family matters, Employment disputes, estate planning, land use, LLC formations and Small claims Litigation.
- Contract formation and mediation, and civil liability
- Worked closely with clients daily to tailor a legal course of action that comfortably fit the clients' needs
- Extensive legal research to brief senior associates on incoming casework
- Draft contracts, partnership agreements, and other legal documents

## **PUPILLAGE**

**Wekesa and Simiyu Advocates, Nairobi**

***Trainee Advocate: January 2023 – January 2024***

- Assisted senior attorneys in conducting legal research, drafting memoranda, and preparing legal documents for court filings and client communications.
- Participated in client meetings and court proceedings, gaining practical experience in legal advocacy and client representation.
- Contributed to developing and implementing internal policies and procedures to ensure compliance with legal and regulatory requirements.

## **LEGAL RESEARCH ASSISTANT**

**Egerton University Faculty of Law Legal Aid Project – United Nations Development Project**

**April 2021 - August 2023**

**Roles and Responsibilities:**

- Provided administrative support to the Project Lead and managing toll-free call centre
- Conducted extensive legal research on various issues pertaining to the provision of legal aid services, including but not limited to civil, criminal, and family law matters.
- Assisted supervising attorneys in preparing case materials, including drafting legal documents, memoranda, and briefs for court proceedings.
- Interviewed clients and conducted fact-finding missions to gather relevant information for case preparation and strategy development.
- Collaborated with fellow research assistants to compile and analyze data for reports and publications on legal aid access and effectiveness.

- Provided administrative support to the Legal Aid Project team, including organizing case files, scheduling client appointments, and managing correspondence.
- Participated in community outreach initiatives to raise awareness of legal rights and available resources among underserved populations.

#### **ACHIEVEMENTS:**

- Recognized for outstanding research contributions in drafting annual reports on the impact assessment of the project to beneficiaries at the National Legal Aid Conferences in 2021, 2022 & 2023.
- Presented research findings at academic conferences and seminars, contributing to scholarly discussions on legal aid reform and policy development.
- Implemented digital filing systems, reducing administrative errors and processing times.
- Managed correspondence and event coordination, enhancing the project's reputation.

#### **JUDICIAL INTERN**

##### **Nakuru Law Courts, Nakuru City**

**July 2021 - September 2021**

- Conducted legal research, analyzed case files, and prepared summaries for the Principal Magistrate.

#### **LEGAL INTERN**

##### **Priscillar Kioko & Associates Advocates, Machakos**

**August 2019 - February 2020**

- Assisted in legal research, document drafting, and client communication.

#### **COMMUNITY SERVICE**

- Legal Intern, African Woman Global Network, 2023 – Present
- Alternative Justice Systems (AJS) Champion and practitioner, pro bono adjudication of cases at Nakuru Law Courts.
- Certified Professional Mediator, mediation of cases at the court-annexed mediation center in the Nakuru Law Courts.

#### **SKILLS**

- **Industry Knowledge:** Advocacy, Legal Research, Legal Writing, Document Drafting, Document Review, Excellent Public Oratory
- **Computer Skills:** Microsoft Office Suite, LexisNexis, Westlaw, JSTOR and MIS
- **Soft Skills:** Excellent command of English Language, Attention to detail, Problem-Solving, Teamwork, Time management
- **Languages:** English (Fluent), Kiswahili (Fluent).

#### **REFERENCES:**

The following people can vouch for my professionalism and work ethic;

Priscillar Mtawe Kiko Priscillar Kioko & Associates Tel: 0710135486 Email:kiokopriscilla7@gmail.com	Erick Wamalwa Masafu Wekesa & Simiyu Advocates Tel: 0722547189 Email: masafue@gmail.com	Valerie Kutima Strathmore University Law School Tel: 0723491211 Email: valariekutima@gmail.com
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