

CURRICULUM VITAE

Personal Information:

Full Name: George Mwangi Gaitho | Date of Birth: 1st August,
2001 | Email: jojgaitho52@gmail.com
Phone: 0700312776/0106559188 | Postal Address: P.O Box 3604-00200, Nairobi, Kenya

Education:

- Currently pursuing Bachelor of Laws degree at the Kenyatta University School of Law, Parklands, expected graduation in September 2024.
- Completed Kenya Certificate of Secondary Education (KCSE) at Murang'a High School in 2019, scoring a mean grade of C+
- Completed Kenya Certificate of Primary Education (KCPE) at Lily Academy in 2015, scoring 402 marks.

Work Experience:

INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION (IEBC), NAIROBI, KENYA, AUGUST 2022.

Role: Voter Registration Clerk

Responsibilities:

- Conducting voter registration exercises
- Verification of voter registration documents
- Assisting in the preparation of electoral materials
- Maintaining accurate records of voter registration data
- Conducting counting of votes

MAKADARA LAW COURTS

Role: Law student attaché.

Responsibilities:

- Preparation of court files in the registry.
- Recording court orders, acquittals, case withdrawals and sentences in the court diary.
- Maintaining the filing system in the registry.
- Assisting the court clerk in filing keying in upcoming court dates.
- Assisting the prosecutor in filling information in the court file.

Experience achieved:

- Judicial system and processes
- Witnesses and evidence management
- Methods used to derive the choice of law used to counter facts of a case at hand.
- Filing a case in the registry and what is entailed in a file.
- Exposure to use of technology, through computers, to key in court
- Taking pleas and how judgments are drafted
- Assisting the supervising magistrate in drafting judgments

**MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN
DEVELOPMENT STATE DEPARTMENT FOR PUBLIC WORKS (Legal
Department)**

Role: Law student attaché

Responsibilities:

- Drafting legal documents.
- Maintaining office files and documents.
- Legal research

Experience achieved:

- I participated in several meetings whose purpose was to amend the National Building Code of 2024.
- Drafting legal documents on behalf of the State of Public Works.

MEMBERSHIPS:

I am a certified mediator trained by Karl Mediators and Arbitration Centre.

REFERENCES:

1. Dr Tom Ratemo,

Dean of Studies

Kenyatta University School of Law, Parklands

P.O BOX 43844-00100, Parklands

Nairobi

Tel 0734664672

2. Senior State Counsel, Amelia Jeptoo Chesiyana,

Email: amelia.chesiyana@publicworks.go.ke

3. Karl Mediation and Arbitration Center

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