

Vanessa Edwin Liyombo

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Physical Address: Dar es Salaam, Tanzania

Professional Summary

Dedicated legal professional with over three years of experience across legal, finance, and administrative departments. Currently pursuing a Post Graduate Diploma at the Law School of Tanzania, following a Bachelor's Degree in Laws (LLB) from Tumaini University. Demonstrated expertise in legal research, documentation, and administration through roles at notable institutions, including the Embassy of the United States of America and the Jakaya Kikwete Cardiac Institute. Skilled in collaborating with legal teams, conducting voucher examinations, and ensuring regulatory compliance. Committed to leveraging my legal knowledge and hands-on experience to contribute effectively to a dynamic legal team.

Core Competencies

- Interpersonal Skills
- Fluent in English and Swahili
- Analytical Skills
- Problem-Solving
- Attention to Detail
- Time Management
- Organizational Skills
- Proficient in Google Suite & Microsoft Office Suite

Education

Post Graduate Diploma for Law School

Law School of Tanzania – Dar Es Salaam, Tanzania

November 2023 – Present

Bachelor's Degree in Laws (LLB)

Tumaini University – Dar Es Salaam, Tanzania

October 2020 - November 2023

Advanced Certificate of Secondary Education

St. Mary s Mazinde Juu – Lushoto, Tanga

July 2017 - May 2019

Certificate of Secondary Education

Barbro Johansson Model Girls Secondary School – Dar Es Salaam, Tanzania

January 2013 - November 2016

Professional Experience

Assistant Legal Officer

Excellent Attorney – Dar s Salaam, Tanzania

July 2024 – September 2024

- Conducted comprehensive research on a variety of legal topics, statutes, and regulations.
- Performed data entry and maintained organized systems for clients' documents and contact information.
- Drafted a range of legal documents, including contracts and pleadings, with precision and attention to detail.
- Facilitated communication with clients and managed their routine inquiries effectively.
- Coordinated and managed appointment schedules between clients and attorneys.
- Attended client meetings, observed proceedings, and took detailed notes for reference.
- Assisted advocates with diverse advisory and consultancy projects, provided necessary support.
- Conducted thorough due diligence on specific companies and individuals as required.
- Assisted with analysis and visualization of data sets.

Intern Legal Officer

Ward Executive Office - Dar Es Salaam, Tanzania

September 2024

- Assisted in handling pro bono-related cases
- Advised individuals on their legal rights and obligations
- Assisted in resolving disputes through negotiations and mediation
- Assisted individuals with applications for legal services or submissions to relevant authorities
- Coordinated with NGOs and other related government agencies that provide legal support services

- Supported governance initiatives such as land allocation, family dispute cases and administrative compliance.

Assistant Trainee Legal Officer

Jakaya Kikwete Cardiac Institute - Dar Es Salaam, Tanzania

September 2024 – November 2024

- Coordinated travel arrangements, including authorizations and vouchers.
- Managed meeting logistics and maintaining records
- Handled systems and tracked office inventory.
- Acted as the point of contact for inquiries, both internal and external.
- Supported procurement processes and end-of-fiscal-year purchases.
- Maintained databases for contracts and vendor interactions.
- Processed financial vouchers and reimbursements, ensuring compliance with U.S. government policies.
- Reviewed invoices and ensured accurate documentation for payment.
- Managed communication with vendors to resolve discrepancies in billing.
- Maintained accurate records of financial transactions.

Administrative Assistant and Voucher Examiner Intern

Embassy of the United States of America - Dar Es Salaam, Tanzania.

July 2023 – October 2023

- Coordinated travel arrangements, including authorizations and vouchers.
- Managed meeting logistics and maintaining records
- Handled systems and tracked office inventory.
- Acted as the point of contact for inquiries, both internal and external.
- Supported procurement processes and end-of-fiscal-year purchases.
- Maintained databases for contracts and vendor interactions.
- Processed financial vouchers and reimbursements, ensuring compliance with U.S. government policies.
- Reviewed invoices and ensured accurate documentation for payment.
- Managed communication with vendors to resolve discrepancies in billing.
- Maintained accurate records of financial transactions.

Assistant Intern Legal Officer

Jakaya Kikwete Cardiac Institute - Dar Es Salaam, Tanzania

August 2022 – October 2022

- Drafted and reviewed contracts, agreements, and other legal documents.
- Prepared legal opinions and memos on various matters.
- Assisted in updating and organizing legal templates and conducting legal research on issues affecting the institute's operations.
- Ensured the institute complies with relevant laws, regulations, and policies.
- Assisted in updating the legal compliance database.
- Assisted in drafting pleadings, affidavits, and legal submissions for court or arbitration matters.
- Attended court hearings and mediation sessions with the legal officer.
- Prepared case summaries and reports for ongoing disputes.
- Reviewed contracts to ensure alignment with institutional policies and legal standards.
- Assisted in the development and review of internal policies.
- Ensured proper execution and storage of signed agreements.
- Coordinated with external legal counsel on specific cases or advisory issues.
- Liaised with other departments to address legal concerns.
- Assisted in preparing materials for legal awareness sessions for staff.
- Participated in or delivered presentations on legal and compliance topics.
- Reviewed tender documents for compliance with procurement laws.

Assistant Intern Legal Officer

Bravehill Attorneys - Dar Es Salaam, Tanzania

August 2021 – October 2021

- Observed and supported Advocates and Associates in the execution of their assigned responsibilities.
- Managed the processing of residence permits and work permits for international clients.
- Handled the registration of companies and trademarks with the Business Registrations and Licensing Agency (BRELA).
- Prepared and filed legal documents, including appeals, wills, and deeds.
- Drafted various legal documents, such as contracts and agreements.

- Composed articles for publication in the firm's newsletter and on its website.
- Executed additional tasks as delegated by Advocates and Associates.

Intern Assistant Legal Officer

Jakaya Kikwete Cardiac Institute - Dar Es Salaam, Tanzania

August – September 2020

- Drafted and reviewed contracts, agreements, and other legal documents.
- Prepared legal opinions and memos on various matters.
- Assisted in updating and organizing legal templates and conducting legal research on issues affecting the institute's operations.
- Ensured the institute complies with relevant laws, regulations, and policies.
- Assisted in updating the legal compliance database.
- Assisted in drafting pleadings, affidavits, and legal submissions for court or arbitration matters.
- Attended court hearings and mediation sessions with the legal officer.

Assistant Intern Administrative Officer

Center for Disease Control and Prevention (CDC) - Dar es Salaam, Tanzania

July 2019 – September 2019

- Assisted in the scheduling and management of meetings, appointments, and events for the administrative team.
- Prepared, organized, and maintained comprehensive records, files, and documents.
- Managed correspondence, including emails, letters, and memos.
- Assisted in the drafting of reports, proposals, and various administrative documents.
- Maintained office supplies and inventory.
- Aided in the maintenance of employee records and ensuring compliance with human resources policies.
- Assisted with the coordination of training programs in ensuring that all administrative activities comply with organizational policies and regulations.
- Organized and maintained confidential files and ensuring their security.
- Tracked and reconciled expenditures related to administrative functions.
- Assisted in planning and coordinating conferences, seminars, or other events.

Extra-Curricular Experience

1. Usher and Event Planner

PharmAccess Tanzania Health Summit - Dar Es Salaam, Tanzania

2. Book Organizer and Record Keeper

Saifee Bookshop - Dar Es Salaam, Tanzania

3. Social Media Manager

Eljiva Group of Companies

Non-Career Experience & Short-Term Courses

1. Culinary Chef (Baker)

School of Tourism - Dar es Salaam, Tanzania

March 2020 – June 2020

2. English Proficiency

British Council – Dar Es Salaam, Tanzania

February 2020 – March 2020

Referees

1. Ms. Glory Benne

Internal Law School Field Placement Supervisor - Law School of Tanzania

Phone: +255 768 023 277

2. Ms. Christina T. Soka

Supervisory Voucher Examiner - Embassy of the United States of America

Phone: +255 741 200 565

Email: sokaCT@state.gov

3. Adv. Maulid Kikondo

Head of Legal Unit - Jakaya Kikwete Foundation

Phone: +255 713 304 149

Email: mkikondo@gmail.com

4. Lilian Simon Shija

Chief Laboratory Branch - Center for Disease Control and Prevention (CDC)

Phone: +255 741 200 113

Email: lilyliyombo@yahoo.com