

DOTTO KOYAGE PHILIPO


P. o. Box 1333, Buhongwa, Mwanza, Tanzania

Cell: +255 758773826 | +225 655774631

dottophillipo@gmail.com | dottophillipo@hotmail.com

CURRICULUM VITAE

Personal Particulars

	<p><i>Surname:</i> Philipo <i>First name:</i> Dotto <i>Other Names:</i> Koyage <i>Date of Birth:</i> 13th April, 1995 <i>Marital Status:</i> Single <i>Gender:</i> Male <i>Place of Birth:</i> Mwanza <i>Nationality:</i> Tanzanian <i>Languages:</i> English & Swahili</p>
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Professional Overview

I am fresh from college, dynamic and innovative person who is always ready to learn new things and adjust to challenges. I have a strong desire and willingness to master new skills and techniques. My career objective is to be successfully in the legal field and to be part of a highly effective team, where I will engage my education, experience and acquired new skills.

Education

- **Bachelor Degree of Law LL. B**, from the ST. Augustine University of Tanzania (2016 - 2020)
- **Advanced level (ACSEE)** – Engutoto Boys Secondary School, Monduli, Arusha (2014 – 2016)
- **Ordinary level (CSEE)** – Nyamigogo Secondary School, Kagera Region (2010-2013)
- **Primary education** – Nyamigogo Primary School, Kagera Region (2003 – 2009)

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Professional Experience

Tanzania Electoral Committee (NEC): 10th September 2018 - 23rd October 2018

Position: Internship

Summary of job assignments

- Network internally and build relationship;
 - The preparation/organization and wide-ranging work relating to the various programmes/meetings/workshops/conferences;
 - The preparation of meeting programmes, meeting packs, materials, logistical arrangements and post-meeting and activity follow up (including formulation of action plans, and co-ordination of programmes of training and technical assistance);
 - Compiling legal information and referral resources;
 - Review political party manifestos;
 - Establish baseline data that can be used for monitoring of future political party commitments;
 - Provide legal research, writing, and editing support including research assistance for specialists/expert writers;
 - Conduct comparative research and draft text on specific aspects of electoral justice, election dispute resolution, and other research topics;
 - Assist with collecting and analyzing comparative electoral jurisprudence;
 - Maintain research project files and records
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University Associations Involvement/Membership

- ST. Augustine University of Tanzania (SAUT), Law society
 - TMCS (SAUT) Catholic Students Society
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Competencies and Skills

Skills

- Microsoft Office
- Documentation
- Report generation
- Data collection
- Relationship management
- Presentation

Competencies

- Team player and interpersonal skills
 - Integrity
 - An eye for detail
 - Communication skills
 - Fast learner
 - Trustful and reliable
 - Result Oriented
 - Committed to deadline
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Language

- Swahili
- English

Hobbies

- Reading different book, Magazines and Newspapers
- Watching TV & Movies
- Listening to news & music
- Travelling
- Sport and games

Training

- National service, Jeshi la kujenga Taifa (JKT) for three months in 2016

Referees

1. Cosmas Adam Mkonde
Civil servant,
Tanzania Revenue Authority (TRA)
P.O. Box 1333
Mwanza
E-Mail: Safarimkonde@yahoo.com
Tel: +225 763886205
 2. Rosemary Mwalu John
Civil Servant
Teacher at Nyabihanga Primary School
Kagera
E-Mail: rosemaryjohn@gmail.com
Tel: +255 757290633
 3. Mr. Daniel Lubowa
Assistant Lecturer
St. Augustine University of Tanzania, (SAUT) Mwanza
P.O. Box 307
Mwanza
Tel: +225 787666346
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