**HARRIET MWAYI MAONA**

5136, Turner Avenue, Madison, WI (53716) |1 (608) 609-7084|[mwayihm@outlook.com/](http://about:blank) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION**

**University of Malawi- Chancellor College** |Malawi, Law Degree, (**LLB- JD Equivalent**) (2012)

**University of Malawi- Chancellor College** |Malawi, Bachelor of Arts (**Education**), Degree, (2006)

**Volda University College |**Norway, Certificate in Exchange for Development-Fredskorpset Youth: Partnership for Development Project, (2007).

**RELEVANT EXPERIENCE**

**NBS Bank PLC** | Blantyre, Malawi:

***Legal Services Manager*** (2018-2021): My responsibilities included drafting and reviewing facility agreements, security documents, litigation, case management which included managing and liaising with external counsel to mitigate risk, general research, managing debt collection, ensuring compliance with regulatory directives and laws, providing advice to senior leadership and management on the implications of internal policies, processes and procedures, generating legal reports for various boards within the institution, drafting policies and procedure manuals. I also performed several administrative functions, which included organizing governance meetings and putting together meeting packets, drafting minutes, assisting the head of legal generate the budget and strategy for the department. Conducting risk assessment and legal awareness training to bank staff.

**Standard Bank** | Lilongwe, Malawi

***Legal Manager*** (2016-2017): Responsibilities included litigation, case management, research, assisting the company secretary with corporate governance, drafting, reviewing and negotiating contracts and providing general counsel to management, report writing and policy review.

***Credit Legal Officer*** (2015-2016): My duties included providing legal advice to the credit services team, drafting vanilla and complex facility agreements, drafting and reviewing security documents, overseeing the securities perfection process, providing monthly and quarterly reports to management, providing legal opinions to business units on various issues, conducting legal awareness training.

***Legal Officer*** (2014-2015): My responsibilities included drafting court documents, litigation, mediation, ensuring the bank remained compliant with relevant legislation, provided general counsel, drafting and reviewing contracts, providing monthly and quarterly reports.

**Ministry of Justice-Department of Legal Aid** | Lilongwe, Malawi

***Legal Aid Attorney*** (2012-2014): I was responsible for giving legal advice to the bureau’s walk-in clients, representing clients in court, instituting court proceedings on their behalf, conducting mediation where necessary. Conducting civic education projects on behalf of the Legal Aid department. I reviewed legal documents and general administrative responsibilities.

**COMMUNITY SERVICE:**

Treasurer for the Women Lawyers Association- Malawi (2016-2018).

Girl Child Mentor under UNICEF-Malawi (2017).

Resource mobiliser for a community nursery school - Malawi (on-going).

Volunteer at the Community Immigration Law Centre- October 2021-January 2022.