

CURRICULUM VITAE

1. PERSONAL INFORMATION

NAME: ALICE MUENI MUTUA

DATE OF BIRTH: 1966

CURRENT ADDRESS: UNIVERSITY OF NAIROBI, PARKLANDS
LIBRARY, SOL
P.O. BOX 30197- 00100, NAIROBI.

TELEPHONE NUMBER: 0727-972807

MARITAL STATUS: MARRIED, WITH CHILDREN

NATIONALITY: KENYAN

2. EDUCATION

PRIMARY SCHOOL: KIVI PRIMARY SCHOOL – 1972-1978 (CPE)

SECONDARY SCHOOL: MWALA GIRLS HIGH SCHOOL – 1979-1982
(DIV. 4)

3. COLLEGES

AVENUE SECRETARIAL COLLEGE: TYPING ELEMENTARY (25 WORDS A
MINUTE)

C.P.K. SECRETARIAL COLLEGE: TYPING INTERMEDIATE (35 WORDS A
MINUTE)

KENYAN COLLEGE: TYPING ADVANCED (50 WORDS A MINUTE)

KENYAN COLLEGE: SHORTHAND CERTIFICATE (60 WORDS A
MINUTE)

KENYAN COLLEGE: COMPUTERIZED SECRETARY (WORD
PROCESSING, DBASE III+ AND LOTUS 1-2-3)

UNIVERSITY OF NAIROBI, ENVIRONMENTAL &
BIOSYSTEMS ENGINEERING DEPT:

MS-WINDOWS 98, MS-WORD
2000, MS-XCEL 2000,

UNIVERSITY OF NAIROBI, ENVIRONMENTAL &
BIOSYSTEMS ENGINEERING DEPT.:

MS-POWERPOINT 2000, ADOBE
ILLUSTRATOR 7.0 & SCANNING.

UNIVERSITY OF NAIROBI, LIBRARY DEPARTMENT: IN-HOUSE WORKSHOP ON
ELECTRONIC RESOURCES

UNIVERSITY OF NAIROBI, LIBRARY DEPARTMENT: IN-HOUSE WORKSHOP ON
ELECTRONIC RESOURCES
& E-MAILS

BLANES BUSINESS SCHOOL: "ILLUMINATING THE REAL MANAGER BEHIND
THE BOSS" CONDUCTED AT UNIVERSITY OF
NAIROBI

4. **WORKING EXPERINCE**

1986: EMPLOYED AT UNIVERSITY OF NAIROBI AS A SUBORDINATE
STAFF IN THE DEPARTMENT OF ANIMAL PRODUCTION

1994: TRANSFERRED TO CAVS LIBRARY, WORKING AS A
COLLEGE LIBRARIAN COPY-TYPIST

2012 – TO DATE: TRANSFERRED TO PARKLANDS SENIOR LIBRARIAN'S
OFFICE, SCHOOL OF LAW IN THE SAME DESIGNATION

5. **HOBBIES**

READING STORY BOOKS

GAMES