

1991

**CURRICULUM VITAE****PERSONAL DETAILS**

**Name** : **Muriithi** Alice Waringa  
**Date of Birth** : 20<sup>th</sup> May, 1970  
**Place of Birth** : Kiambu, Kenya  
**Nationality** : Kenyan  
**Sex** : Female  
**Marital Status** : Single  
**Languages** : English, Kiswahili, Kikuyu  
**Present Address** : School of Business  
P.O. Box 30197  
Nairobi  
**Telephone Contact** : 4184160/1-5

**EDUCATION**

**1987** KCE Muguga High School  
**1983** CPE Wangige Primary School, Kiambu

**PROFESSIONAL SKILLS**

**2001** *KARIUKI INTEGRATED COMMUNITY TRAINING*  
Course completed:  
- Typewriting I (30 wpm) PASS

**Computer Applications**

**2002** *ATOMSTYLE COMPUTER APPLICATION*  
Courses completed in:  
- Office 2000 and Internet Applications

**1997** *ALANTA BUREAU SERVICES*  
Courses completed in:  
- Page Maker (Version 5.0)

**1991**

*KENYA POLYTECHNIC* Courses completed in:

*Computer Fundamentals*

- Computer Principles
- Computer Structure and Data Processing
- Information Systems
- High Level Languages
- Programming (Basic)
- Application Packages (Wordprocessing, CAD, Spreadsheets)

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*FOURTH DIMENSION COMPUTER SERVICES LTD*

Courses completed in:

- Wordperfect
- Lotus 123

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*ALANTA BUREAU SERVICES*

Courses completed in:

- MS DOS (Version 6.0)

**Also familiar with use of:**

\*Anti-virus tools<sup>1</sup>

**COPY TYPIST DUTIES**

\*Efficient typist (50 wpm), office Management and Communications<sup>2</sup>

**SEMINAR ATTENDED**

**1999**

Participated in a seminar in the College of Humanities and Social Sciences, Deputy Principal's Office:

- General Management Skills in Finance, Human Resource and Customer Care

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1. \*Knowledge of marked computer package have gained through experience.

2. \*Office Management, high speed typing and communication has gained through practice and self Motivation