

# CURRICULUM VITAE

## PERSONAL DETAILS.

Names: Anastasia Wangui Murigi  
Marital status: Single  
Address: P.O Box 56240-00200  
Telephone: 0721939768  
E-mail Address: kuinamu@yahoo.com.  
Nationality: Kenyan  
Religion: Christian

## EDUCATIONAL AND PROFESSIONAL BACKGROUND.

1986-1993: Turuturu Primary School  
Kenya Certificate of Primary Education (K.C.P.E)

1994-1998: Mugoiri Girls High School  
Kenya Certificate of Secondary Education (K.C.S.E)  
C+ (Plus)

2000-2003: The Kenya Polytechnic  
Diploma in Printing Technology

2007: The University Nairobi Library Department I.C.T Basics

2007-2010: University of Nairobi  
Bachelor of Arts at Second Class Honours Upper Division

2012 – To date: Jomo Kenyatta University of Agriculture and Technology  
Masters of Science in Mass Communication

## COMPUTER PROFICIENCY

- Ms Word
- Ms Windows
- Spreadsheet

## SELF PROFILE

An efficient, effective and dedicated binder with strong backing of years binding experience with proven excellent communication and (interpersonal skills. An organized, resourceful

result oriented team player focused on professional performance, integrity and attainment of the targets and objectives of the organization.

### **KEY STRENGTHS**

- Ability to work effectively under pressure
- Thrive on challenging atmosphere and interact effectively in a multi-cultural settings
- Ability to develop and encourage rapport and team spirit among colleagues:
- Has ability to interact and relate well with students and other staff

### **WORK EXPERIENCE**

**June 2003 to Date:**

**University of Nairobi**

**Jomo Kenyatta Memorial Library**

**Bindery Section**

### **RESPONSIBILITIES**

- Case binding and repair of library materials.
- Cording of the large volumes of journals and books
- Wire stitching , thread sewing and saddle stitching of books
- Cutting and trimming materials to required sizes
- Setting titles for foil blocking and blocking machine.
- Pulling down journals and unsewn library books
- Handling other works as per head of section request example dispatch of finished job, carrying finished books from section to other sections.
- Spine marking, shelving of books in the library
- Recording of daily statistics output
- Undertaking simple maintenance of machine example cleaning and oiling of machines, replacing blunt knives.

**October 2002 — December 2002**

**Monier 2000 Limited**

**Screen Printing Department**

### **Responsibilities**

- Screen stretching
- Setting up screen printing machine
- Printing of solid colours on various materials
- Trimming and cutting of material on guillotine and rotatrim
- Quality control of printed products

**April 2001    August 2001**

**International Centre of Insect Physiology and Ecology (I.C.I.P.E)**

**Department of Information and Publication**

## **RESPONSIBILITIES**

- Machine printing in a multi -offset machine
- Print finishing printed materials
- Cutting different paper sizes using a guillotine
- Trimming using a three knife gullotine
- Perforating using a rotary machine

## **SKILLS**

- Colour separation, origination in the studio
- Scanning of images, image setting
- Camera reproduction and typesetting
- Proof reading
- Copy preparation
- Plate making in the dark room
- Desktop publishing using different packages like page Maker and Publisher.

## **HOBBIES**

- Reading journals
- Browsing and updating myself with new technologies
- Socializing
- Travelling
- Listening to gospel music

## **CAREER OBJECTIVES**

To develop and gain a wealth of knowledge and experience necessary for the advancement of a successful career in the communication field. Use my acquired skills in the world of communication to make significant and lasting contributions to your institution.

## **REFERENCES**

To be availed upon request.

