

## CURRICULUM VITAE

**NAME:** Judith Salome Abiero  
**NATIONALITY:** Kenyan  
**LANGUAGES:** English, Kiswahili and Luo  
**RELIGION:** Christian  
**MARITAL STATUS:** Single with five children  
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### ACADEMIC BACKGROUND AND TRAINING

Bachelor of Arts Sociology, Psychology, Language and Communications, awaiting graduation .

#### September 2004 to October 2005

Diploma in Human Resource University of Nairobi, 2004 to 2005.

Personnel Management University of Nairobi, Certificate 1985 - 2003

Secretarial Studies Certificate Shorthand 120 wpm, Typing 50 wpm, Business English III, Commerce II, Secretarial Duties II and Office Practice II(Kenya Polytechnic and other Secretarial Colleges), 1987 to 2012

### SECONDARY EDUCATION

High School Bishop Njenga Girls' High School, KCE - Division III, with Credit in English and Kiswahili, 1982-1984.

### WORK EXPERIENCE

**Secretary (Grade A),  
Acting Grade 'D'** University of Nairobi, Dean's Office – School of Engineering,  
2009 to date.

#### *Duties and Responsibilities*

- ◆ Performs a variety of senior secretarial duties as well as helping with the administration of the front office work.
- ◆ Draft correspondences, responses and other relevant communication to the School staff and administration as assigned by the Dean, School of Engineering.

- ◆ Provide assistance in the coordination of School activities; ensuring good working atmosphere, assisting with the arrangement of meetings, among other tasks as assigned by the Dean.
- ◆ Provide directions and assist visitors, staff and students whenever necessary; provide guidance to less experienced staff on general office processes and procedures.
- ◆ Answer to students', parents' and guardians queries on admissions to Engineering Departments in the School.
- ◆ Giving appropriate answers on relevant queries .
- ◆ Assist students with their general enquiries; graduation; issuing clearance certificates to enable them acquire degree certificates, registration processes, direct them whenever possible.
- ◆ Assists the College Administration with editing of University documents as directed by relevant authorities.
- ◆ Responsible for the Dean's Office; management and administration of duties to relevant staff. Ensuring smooth and efficient flow of information within and outside the unit and anchor/ convey administrative issues accordingly.
- ◆ Preparing, handling and processing of confidential information; forwarding minutes, letters, notices and memos.
- ◆ Carrying out administrative and other duties as directed by the immediate supervisor.

**Acting Secretary, Grade 'D'**      University of Nairobi, Institute of Nuclear Science & Technology,  
December 2002 to April 2009

***Responsibilities***

- ◆ Was responsible for the Director's office; Performed the duties and responsibilities of Senior Secretary.
- ◆ Assisted in administrative matters whenever called upon.  
  
Responsible for the Institute's front office and other offices within the Institute.
- ◆ Carried out all the secretarial support services for the office; Handled documentation for the office, updated the Director's Diary. Drafted letters, notices and memos for the Director's signature, and ensured a good working atmosphere.
- ◆ Raised invoices for payments, received money, cheques and issued receipts for payments.
- ◆ Assisted staff members, Students, MSc. computer students and visitors whenever possible.
- ◆ Negotiated with sponsors, coordinators of groups for training on computers and any other training, issued receipts and handled cheques for payments of the same.
- ◆ Liaised with Caretaker section to ensure offices and meeting rooms were in order.

**November 1997 – December 2002, University of Nairobi:**  
**Assistant Secretary**

***Responsibilities***

Department of Surveying, Dean's Office - College of Architecture and Engineering.

- ◆ Provided full secretarial support and logistical support in a busy Dean's Office.
- ◆ Typed appointment, renewal letters of appointment, notices for meetings, reports, minutes. Responsible for the office filing, dispatched the same by e-mail, post, fax or hand delivery.
- ◆ Make and receive telephone calls, initiate follow-up actions as per the requirement.
- ◆ Serviced meetings organized by the office, liaised with caterers or restaurants to provide tea and meals for meetings.
- ◆ Registered potential students and processed admission of applicants; advised them accordingly, performed other duties as was assigned.
- ◆ Worked on contract basis, helped with typing and handling legal matters for the company's Legal Counsel.
- ◆ Maintained stocks of office supplies.
- ◆ Ensured prompt payment for office utilities.

Project Secretary                    **Care International – Kenya, March to May 1997,**

***Duties and Responsibilities***

- ◆ Worked as the of Care International – Kenya; Employment Creation for the Youth (ECY) based in Voi, Taita – Taveta and Makueni Districts.
- ◆ Provided Secretarial and Administrative Support to the Project.
- ◆ Overall Project management.
- ◆ Financial assistance for effective compliance of procedures; managed and controlled budget for the office.
- ◆ Drafted letters for approval by the Project Manager.
- ◆ Updated and maintained a project inventory of all goods, stationery and equipment.
- ◆ Cost effective and efficient procurement of office goods and services.
- ◆ Typed periodic project returns.
- ◆ Prepared project reports.
- ◆ Managed project drivers and other junior staff members, provided statistical data related to the drivers and other staff members, also provided data on fleet of vehicles as requested by the HR Department.
- ◆ Ensured daily maintenance of a computerized project database of reference materials.
- ◆ In charge of routine human resource department and the project link to the HR Department in Nairobi office, maintained accurate information on annual leave schedules, medical records, and payroll.
- ◆ Assisted staff to prepare, submit and follow up administrative forms such as travel expenses returns (TERs).
- ◆ Any other duties as was assigned by the Project Manager.

## **UNEP, Regional Office for Africa, January to December, 1995**

### **Assistant to Information Officer**

#### ***Responsibilities***

- ◆ Organized Clean-Up exercises; Liaised with firms for equipment and materials for the cleanup exercises.
- ◆ Handled communication requests and enquiries for the Information Office.
- ◆ Provided full Secretarial support services. Compiled memos and letters for the supervisor's review and consideration.
- ◆ Assisted programme officers and other staff with documentation, typing work and any other assistance they required.

## **UNDP/ILO, 1990 – 1993**

### **Junior Secretary**

#### ***Responsibilities***

- ◆ Management of all logistic support for the project in liaison with UNDP headquarters.
- ◆ Receptionist; handling incoming and outgoing telephone calls as well as letters.
- ◆ Responsible for project documentation.
- ◆ Assisted disabled people on relevant information with regard to their support funds.
- ◆ Maintained the office petty cash float, ensured prompt payment to vendors, assisted in ensuring that the project related accounts were dealt with promptly, training expense and revolving loan fund repayments in liaison with Project Management.

## **Kenya Secretarial Consultants, January to December, 1990**

### **Secretary**

#### ***Responsibilities***

- ◆ Worked on temporary basis as a secretary in various firms like Stanbic Bank, Stirling Civil Engineering, Obura and Company Advocates.
- ◆ Offered general secretarial support Services.

## **Kenya Paediatric Association 1989 –**

### **Junior Secretary**

#### ***Responsibilities***

- ◆ Performed secretarial duties in a typing pool.
- ◆ Worked as a receptionist; handled patients' files, telephone calls incoming and outgoing letters for the Doctors.

- ◆ Opened cards and performed duties as directed by a group of Pediatric Doctors in the clinic.

### **CAREER OBJECTIVES:**

To embrace fear of God as a tool to gear knowledge acquisition in order to help mankind, leadership and professional development upon working hard, proactive team working, and diligence at duty.

### **HOBBIES**

Learning, Reading, singing and dancing.

### **REFEREES:**

Mrs. Susan K. Kiuna  
Former Registrar,  
College of Architecture and Engineering  
University of Nairobi  
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Mr. B. M. Kiige  
Ag. Registrar, R&T  
University of Nairobi