

P.O. BOX 30197 **NAIROBI**
Telephone Office: 020 2314201
School of Journalism & Mass Comm
Cell-phone: 0722-956393
E-mail: awathome@uonbi.ac.ke

ANNE WATHOME

Date of Birth : 13th September 1968

Marital Status : Married with children

OBJECTIVE

- To advance my career in a challenging and competitive environment
- To offer sound and sublime services by maintaining a higher standard of workmanship, excellent values and dispensation of knowledge through training, teamwork and learning.

PERSONAL ATTRIBUTES

- Proven interpersonal and proficient administrative/secretarial skills
- A self starter with ability to work independently as a leader and team player
- Ability to pay attention to details, a good listener and a fast learner.
- Good communication skills

COMPUTER LITERACY

Spreadsheets

- MS Excel
- MS Access
- MS SPSS

Word Processing

- MS Word
- Word Perfect
- Word Corel

Computer Communications

- Email - Internet Explorer
- Mozilla Firefox
-

EDUCATIONAL BACKGROUND

June 2003- June 2004	:	University of Nairobi Diploma in Human Resource Management
Feb – May 2003	:	University of Nairobi Certificate in Public Relations
June – Aug 1998	:	Institute of Advanced Technology Certificates of Competence in Excel & Word
May 1991– Dec 1992	:	Queensway Secretarial College Certificates in Secretarial Studies
May 1987 – Dec 1988	:	Sengani High School K.A.C.E. ‘A’ Level
Jan 1983 – Dec 1986	:	Matungulu Girl’s High School K.C.E. ‘O’ Level

EMPLOYMENT EXPERIENCE

Mar 1989 – Apr 1993:	Employed by the University of Nairobi in Population Studies & Research Institute as a Secretary.
May 1993 – June 1995:	Transferred to the Dean’s Office, Faculty of Arts
July 1995 – June 1996:	Transferred to Chairperson’s Office, Department of French
July 1996 – Dec 1998:	Transferred to Chairman’s Office, Department of Economics.
Jan 1999 – April 2003:	Transferred to Dean’s Office, Faculty of Arts. .
May 2003 to date:	Transferred to Director’s Office, School of Journalism and Mass Communication.

Duties & Responsibilities:

- Preparing graduation lists for both Masters and Undergraduate students

- Receiving and attending both students and visitors who come to the Director's Office to the respective offices or officers.
- Assisting the Director in the day to day running of the office
- Ensuring safe custody and confidentiality of all documents and files
- Organizing the Director's office
- Processing of application forms and issuing of admission letters to undergraduate and postgraduate students
- Ordering, issuing and controlling of stationery and office materials
- Typing exam and lecture timetables for both Masters & Bachelors students
- Keying in marks for both postgraduate and undergraduate students
- Receive and dispatch letters to the respective places
- Any other duties that may be assigned to me by the Assistant Registrar and Lecturers.

WORKSHOPS AND SEMINARS ATTENDED

1. Stakeholders Conference on Excellence in Communication and Media Practice in East Africa at the Nairobi Safari Club, Lillian Towers, Nairobi (9th – 11th April, 2008).
2. Consultative Meeting on a Research Study on the Contribution of the Media Democracy in Kenya at the Nairobi Safari Club, Lillian Towers, Nairobi (23rd September, 2009).
3. Consultative Meeting on Curricular Development – UNDP at the Nairobi Safari Club, Lillian Towers, Nairobi (25th March 2010).
4. Consultative Meeting on the Establishment of a Centre of Excellence for Communication and Media Training at the Serena Hotel, Nairobi (19th August, 2010).
5. A Conflict Sensitive Journalism Experts Forum at the Silver Springs Hotel, Nairobi (3rd – 5th February, 2011).
6. A Consultative Meeting of Development Partners at Fairmont the Norfolk Hotel, Nairobi (5th April, 2011).
7. A Consultative Workshop on Master of Arts Curriculum Review at Maanzoni Hotel, Machakos (3rd – 6th April, 2012).
8. A Stakeholders Workshop on Master of Arts Curriculum Review at Utalii Hotel, Nairobi (24th May, 2012).
9. A Retreat for the School of Journalism and Mass Communication at The Golden Palm Hotel, Muranga (30th May – 2nd June, 2012).

10. Roundtable Meeting with Ford Foundation at the Council Chamber University of Nairobi (31st July, 2013).
11. A Conference on Media and Elections in Kenya at the Safari Park Hotel, Nairobi (12th – 15th November, 2013).
12. A Regional Workshop on Module Development at Utalii Hotel, Nairobi (27th – 29th April, 2014)
13. A Team Building and Retreat for the School of Journalism and Mass Communication at Kaputiei Safariland Hotel, Kitengela (9th August, 2014)
14. A Regional Conference on the State of Applied Media Studies in East Africa at the Simba Lodge in Naivasha (11th – 14th November, 2014).
15. Workshop on SPSS Training at Maanzoni Lodge Hotel, Machakos (10th – 11th December, 2014).
16. Workshop on Training on Proposal Writing at Maanzoni Lodge Hotel, Machakos (15th – 17th December, 2014).

PROFESSIONAL SKILLS

- (a) Human Resources Management & Administration
 - Day-to-day administration and personnel matters
 - Students relations
 - Public relations

- (b) Organizational Skills
 - Staff Welfare
 - Student Welfare
 - Workshops & Seminars
 - Exhibitions

Research Project

Wathome, A. 2004 Evaluation of Motivation and Its Effects on Employees Performance: A Case Study of Faculty of Arts, College of Humanities and Social Sciences, University of Nairobi.

REFEREES:

1. Dr. Wambui Kiai
Director
School of Journalism & Mass Communication
P.O. Box 30197, 00100 GPO
NAIROBI
MOBILE BO: 0733 734318 OR 020 231420