

CURRICULUM VITAE

NAME: BEATRICE M. LUGADIRU

DATE OF BIRTH: 1962

GENDER: FEMALE

MARITAL STATUS: MARRIED

NATIONALITY: KENYAN

RELIGION: CHRISTIAN

ADDRESS: 30197 – 00100 GPO

CONTACT: 0721980981

DEPARTMENT: PRINCIPAL'S OFFICE

EDUCATION BACKGROUND

1978 – 1981: TIGOI GIRLS HIGH SCHOOL
GRADE ATTAINED – DIVISION IV

1977: BUKOYANI PRIMARY SCHOOL
GRADE ATTAINED 20 POINTS

CAREER ACHIEVEMENTS

TYPEWRITING I & II

WORKING EXPERIENCE

- October 2003 TODATE: Promoted to Grade III – Principal’s Office
- Dispatching letters
 - Photocopying letters for various departments
 - Organizing for tea/snacks for appointment meetings
 - Collecting mails from Central Mail
 - Assist in filing at the Registry
 - Assisting the secretary to staple documents for meetings
 - Arranging the Boardroom to appointments/meetings
 - Any other duties assigned to me by the principal
- 1996: Promoted to Grade II in the Principal’s Office
- Maintaining cleanliness in the Office
 - Performing messengerial duties in the office
 - Answering telephone calls
 - Preparing tea for the staff in the Principals Office
 - Any other duties assigned to me by the Principal
 - Dispatching of letters to different departments
- 1985: Caretaker Department as a grounds woman/cleaner
- 1988: Principal’s Office – CBPS
- Messengerial duties
 - Typing correspondence for security & Caretaker department
 - Answering telephone calls
 - Any other duties assigned to me by the Principal

SEMINAR/WORKSHOP ATTENDED

SEP. 2010: Attended a training on Records Management and Corruption Prevention

OCT. 2010: Attended a training on Corruption Awareness

NOV. 2010: Attended a seminar on HIV/AIDS Awareness and Drug Substance Abuse.

HOBBIES

-Listening to gospel music

-Games and Sports

-Travelling

-Making new friends

REFEREES

Mr. Willies Onyango Abuya

Moi University

Tel.0722700801

ELDORET.

Mrs. Jane Horo

Assistant Registrar - Admission

P.O. Box 30197

NAIROBI.

Mrs. Lucy Irungu

DVC Research Production & Extension (UON)

P.O. Box 30197 NAIROBI