

**BRENDA ATIENO OGWAYO**  
**P. O. Box 301917 00100, Nairobi.**  
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## **CURRICULUM VITAE**

Personal Information	Date of Birth: 19 <sup>TH</sup> MAY, 1981 Marital Status: Married Gender: Female Nationality: Kenyan Religion: Christian
Objective	To use the skills that I have acquired to the out-most to benefit the company/firm I work for.
Attributes	Fast and keen learner. Good communication skills
Professional Qualifications	<b>2011:</b> <b>University of Nairobi</b> Certificate in Public Relations  <b>2003-2004:</b> Nairobi Institute of Business Studies  -Certificate in Secretarial Administration Course <b>Kenya National Examination Council (KNEC)</b>  ➤ Typing III ➤ Business English III ➤ Office Practice II ➤ Secretarial Duties II ➤ Commerce II ➤ Office Management III I <b>Pitman Examinations</b>  ➤ Typing III ➤ Business Communication I ➤ Office Procedures I ➤ Shorthand 80 words per minute ➤ Commerce I

**2002-2003:**

Institute of Advanced Technology (IAT)  
International Computer Driving Licence

- Basic Concepts of IT
- Using the Computer and Managing Files – Windows 98
- Word Processing – Word 97
- Spreadsheets – Excel 2000
- Databases – Access 2000
- Presentation – PowerPoint 2000
- Information and Communication

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**Education**

**1996-1999** – St. Barnabas Girls' High School, Kombewa  
Kenya Certificate of Secondary Education (KCSE) Attained: **C**

**1988 -1995** – Valley Bridge Primary School, Nairobi  
**Kenya Certificate of Primary Education (KCPE) Attained: 391**

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**Professional Experience****January 2007 – To date**

Working at University of Nairobi, College of Architecture and Engineering as a Secretary

**July 2005 – January 2007**

Worked at Nu-metro Cinemas and Media store as a cashier.

**September 2004 – December 2004**

Industrial attachment at Kenya Civil Aviation Authority as a Secretary

**November 2000 – December 2001**

Worked as a Cashier for Innscor Mass Market

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**Hobbies**

- Reading Novels
- Listening to music
- Watching movies
- Traveling

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**Referees**

1. The Principal  
Nairobi Institute of Business Studies  
P. O. Box 49962  
**NAIROBI**
2. Mr. B.S. Muli  
Kenya Civil Aviation Authority  
P. O. Box 30163 -00100  
**NAIROBI**

