

Curriculum Vitae

Career Objective

To utilize my knowledge and experience gained in project management and administration to impact positively on organization operations while objectively working under minimum supervision guided by the realization of the organization's vision and mission.

Personal Details

Gender:	Female
Place of Birth:	Laikipia
Marital Status:	Married
Languages:	English, Kenyan Sign Language, Kiswahili

Profile

Passionate, energetic, innovative and rapid diverse experience in administration and local community development, familiar to unitizing wide range of skills and can use appropriate skills and current information technology to facilitate programs and activities.

Skills Summary

*Community Development experience * Administration* Donor reports *Understanding of human rights* Policy Guidance *Coordination* Planning* Project Planning*Periodic report *NGO collaboration *Project Monitoring and Evaluation * General office * Networking and partnership * Power Point/excel *Group Representation *Presentation

Work Experience

2013-Present: Disability Program Officer; University of Nairobi

Key Responsibilities: Coordinate and support in administrative functions, support and coordinate accessibility needs of students with disabilities, manage logistics for dean of students, build partnership with like-minded organizations to support disability interventions, provide Kenyan Sign language interpretation to deaf students, support and

coordinate accessibility needs of students with disabilities and other responsibilities assigned by the Dean of Students office.

2011-2012: Project Officer; Deaf Ability Initiative

Key Responsibilities included:

- Plan, coordinate, facilitate and support activities of Deaf Ability Initiative
- Ensure timely submission of periodic reports to the development partner
- Represent the organization in development partner's forums at the program levels.
- Ensure that the project is on the right track
- Preparation of work plans and schedule of activities.
- Conduct project monitoring and evaluation
- Analyze and maintain project data and records throughout the project period,
- Provide career guidance and counseling support to deaf youth

2009-2011:Sub-project Coordinator; Christian Foundation for Children and Ageing

Key Responsibilities; plan, manage, coordinate and mentor sponsorship and beneficiaries' project. Build capacity of children's parents through parent groups initiatives. Write periodic reports and conduct home visits and support.

2008:March-September: Administrator intern; Liverpool VCT Care and Treatment

Key Duties; Collecting accurate HIV counseling and testing data for quality analysis
Working within specific time duration and submit filled in forms to the site manager
Ensuring proper storage of data, communicating and translating the questionnaires in clear and appropriate language to clients without changing the meaning

Education

2015-today Masters in Human Rights and Peace

2010-2013: BA Degree in Sociology and Communication – University of Nairobi

2007-2009 Diploma in Social Work and Social Development-University of Nairobi

2003-2006 Nyeri Senior Secondary Schools

Other Professional trainings

2012: University of Nairobi/ Kenya Sign Language Research Project: Basic Kenyan Sign Language

2009: Wings Driving School, certified and licensed as a local driver

2008: Kiwan Computer College: Computer packages: Certificate in: Microsoft word, MS Excel, MS Access, MS PowerPoint, Email and Internet and computer maintenance

Referees

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