

CATHERINE WANGAI NJUE

PERSONAL DATA

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Nationality: Kenyan

Marital Status: Married

OBJECTIVE

To work in an ever challenging environment in order to exploit my potential to the fullest extent possible as well as actively contribute to the development of society.

EXPERIENCE

September 2017 to date

- Assistant Registrar – Academic Division

May 2013 – September 2017

- Senior Administrative Assistant - School of Physical Sciences, University of Nairobi

June 2012 – December 2012

- Volunteer at Vision Africa-Give a Child a Future

August 2005 – May 2010

- Assistant Registrar – Kiriri Women’s University of Science and Technology

2002

- Teacher at Loreto Convent Valley Road, Nairobi
 - Taught English and English literature
 - Assisted students in their extracurricular activities including poetry, drama and literary works.
 - Prepared the annual work plan for the teaching of both English and English literature.

1998

- Teacher at Maryhill High School, Thika
 - Taught English and English literature
 - Assisted students in their extra-curricular activities including poetry, drama and literary works.

1995

- Voluntary work at Thika Road Christian School, Nairobi
 - Supervised the schools' library and all of its operations including the lending of books to the entire schools community

ACADEMIC QUALIFICATIONS

University of Nairobi 1998-2003

- Master of Education - Educational Administration and Planning.

Catholic University of Eastern Africa 1994-1998

- Bachelor of Education- English and English literature

Kangaru Girls' school 1990-1993

- KCSE

OTHER COURSES TAKEN

2000 Spring Board College

- Certificate in Computer Operations

MEMBERSHIP IN PROFESSIONAL BODY

- Kenya Institute of Management - Associate Member; membership no – 46428

OCCUPATIONAL SKILLS

- Proficient in the use of SMIS; Self Sponsored Application System, Examination Subsystem and Board of Postgraduate Studies Tracking System.
- Proficient in Microsoft word, Microsoft access, Microsoft excel, and Internet literate

RESPONSIBILITIES HELD

- Chairperson of CBPS Quotation Opening Committee
- Performance Contract Champion in SPS
- Entertainment Captain in secondary school
- School Prefect in primary school

HOBBIES

- Reading, listening to music, traveling, watching movies, meeting and making friends.

REFEREES

Mr. Webuye, H.O.D,
Academic Registrar,
University of Nairobi,
P.O Box 30197- 00100,
Nairobi.

Prof. Lydia W. Njenga,
Department of Chemistry,
University of Nairobi,
P.O Box 30197- 00100,
Nairobi.

Mr. Kenneth M. Mbali,
Registrar, Faculty of Agriculture
P.O Box 30197- 00100,
Nairobi.