

CURRICULUM VITAE

FULL NAME: Catherine Wangui Wambugu

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OFFICE ADDRESS: Centre for Self Sponsored Programmes (CESSP)
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HOME DISTRICT: Karatina, Nyeri

EDUCATION:

University of Nairobi:

Diploma in Human Resource Management. (Credit)
(2003-2005), UON

Bachelor of Arts (Sociology & Public Admin/
Political Science) 2nd Class Upper Division,
(2005-2007) UON

M.A. Project Planning and Management
Graduated on 23rd August 2013

Ph.D. in Project Planning and Management
Coursework completed

School Certificate "O" Level

State House Road Girls High School

*Shorthand and Typing with Office Practice were
some of my subjects for "O" level (K.N.E.C)*

Kianda Secretarial College

Kianda College Certificates:

- (a) Certificate in Commercial English and Business Communications
- (b) Speed Test Typewriting - 62 w.p.m.

Pitman Certificates:

- (a) First Class Advance Typing - 50 w.p.m.
- (b) Open Speed Typewriting - 54 w.p.m.
- (c) English for Business Communications Advance level
- (d) Shorthand -110 w.p.m.

K.N.E.C. Certificate

Shorthand III - 120 w.p.m.

Computer Knowledge:

Certificate in Computer Systems and Applications:

Below are the subjects taken:-

- (a) Operating Systems MS Window 95&97
- (b) PowerPoint, Microsoft Access
- (c) MS Word
- (d) MS Dos

Certificates of Recognition:

- (a) M.D's Commendation for Most Consistent
- (b) M.D's Special Commendation
- (c) Outstanding Performance in the year 2015

Participated in the following courses:

- (a) Performance Management and Appraisals
- (b) Effective Management and Leadership Training
- (c) Effective Report Writing Course
- (d) Management and Organizational Skill for Secretaries
- (e) Risk Management Training for Senior Management of UNES
- (f) Team Building
- (g) Customer Care Programme

EXPERIENCE:

University of Nairobi: Worked in the following Sections:

- 1977-83** - **Office of Senior Assistant Registrar (Postgraduate Studies)**
- Registration of postgraduate students, handling of correspondences from the time a student registers to when he/she graduates, and also typed/ kept records of consolidated reports.
- Typing of Minutes of the Deans Committee and communicating the outcome to the respective people. Also receiving the research associates correspondences.
- 1983-84** **Worked in the Office of Assistant Registrar (Admissions)**
- Receiving of application forms and joining instructions of students. Handling of incoming and outgoing mail related to admissions. Handling callers with all sorts of admission problems on phone and those who came personally to the office. Also received cases on Pupils Passes for non-Kenyans.
- 1984-88 (Dec.)** **Worked in the Office of the Deputy Vice-Chancellor (Academic Affairs)**
- Attended to many calls and callers with diverse issues.
 - Handled confidential documents with issues related to students and staff.
 - Booking of appointments for the Deputy Vice-Chancellor (Academic Affairs).
 - Ensured that routine correspondences were processed and ensured that there were no delays.
 - Also called from time to time to assist with typing of the University Examinations.

**1989 (Jan.)
(Nov.) 1991**

Worked in the Office of the Vice-Chancellor

- Receiving calls and callers with diverse issues.
- Handling of confidential documents and very sensitive issues - sometimes had to be called from home to arrange for meetings at very short notices. Ensured that I could be reached easily to be called to assist when there are urgent cases, mobile phones were not in use then.
- Booking of appointments for the Vice-Chancellor
- Drafting routine memos
- Handling of Petty Cash
- Most of the duties were administrative ones and had to work for long hours sometimes up to very late.
- Was supposed to do small briefs on requests to the Vice-Chancellor for easy handling.
- Ensured that the workflow was smooth.
- Performing any other duties allocated by the Vice Chancellor from time to time.
- Very high level of diplomacy required.

**(Nov.) 1991
1993**

Seconded by the University of Nairobi to Office of the Head of Civil Service and Secretary to the Cabinet.

- Very high degree of integrity and diplomacy was required.
- Calling meetings at very short notice depending on the urgency of the matter and providing administrative support.
- Handling of petty cash
- Receiving very important calls from the whole country and overseas on different and sensitive issues and also from very Senior Government Officers. Ensuring that the boss received messages and relevant documents were availed.

- Arranging for appointments and ensuring the boss attended even with his tight schedules.
- Handled in-coming and out-going mail. Writing short briefs for the boss on all incoming mail and attaching relevant correspondences.
- Ensuring that the boss kept his very early mornings appointments with the Head of State and that the folders were ready.
- Ensuring that the office of the Head of State Office had everything in order, i.e. documents for his approvals and attention were ready for him, as there was no secretary for him at (Harambee House). This had to be done every time the Head of State was to come to this office.
- Handling very confidential files.
- Most of the duties were of administrative nature and very sensitive.
- Very high level of diplomacy required.

1994

(Jan-Nov.)

- **In-Charge of a Special Project for the Office of the President (Cabinet)**
- Handled Sensitive issues delegated by the Head of Civil Service and Secretary to Cabinet.
- Dealt with Press Analysis and Collecting of Data for Parliamentary Questions, this entailed extracting information from different ministries and also ensuring that this was ready on time. This enabled one to interact with very Senior Government Officers.

(Nov.) 1994
(May) 1996

Administrative Officer
Civil Service Reform Secretariat
(This was a Project under Office of the President
funded by the World Bank)

- Handled Administrative Assignments which were delegated by the Programme Director. (Mr. Charles Ongwae then)
- Took minutes during meetings
- Assisted with the preparation of Workshops and Seminars
- Handled Computer Data Entry for the Voluntary Early Retirement.

(June) 1996
(Dec.) 1997

(Back to University of Nairobi from Office of the President)
Secretary at Examinations Office of University of Nairobi

- Receiving of University Examinations from all Departments and ensuring that they arrived on time to have enough time for typing.
- Typing of University Exams, packing them and ensuring that they are packed and ready for distribution sometimes up to very early in the morning (by 6.30 a.m.).
- Working on the weekends to meet deadlines and also worked late on week days up to midnight.
- Proof-reading of the Graduation booklets and making sure that all names were in order before the ceremony.
- Ushering during Graduation day and also assisting with the gown-dressing at the V.I.P. Lounge.

**(Jan.) 1997-
June 2003**

- **Seconded to the University of Nairobi Enterprises and Services Limited as Managing Director's Secretary**
- Attended to clients and receiving of calls.
- Maintaining the Office petty cash
- Handled confidential files
- Organizing for meetings for all Board Committees, preparing the Agendas, sending notices, typing minutes and safe custody for the below indicated committees.
 - Board of Directors
 - Finance and General Purposes Committee
 - Audit Committee
 - Investment Committee
- Performing all duties assigned by the Managing Director.
- Working very long hours from very early to very late, also working on Saturdays and Sundays when need arises. This is due to the fact that this was a new office and very busy office.
- Supervising of Subordinate staff

Personal Assistant to the Managing Director

July 2003 to March 2015

- Attended to clients and receiving of calls.
- Maintaining the Office petty cash
- Handled confidential files
- Assisting the Managing Director in routine Administrative Work.

- Maintaining Office petty cash
 - Maintaining the Managing Director's diary
 - Managing incoming and outgoing communication. addressed to the Managing Director
 - Handling confidential files
 - Organizing and providing administrative support during the Management and Board Meetings i.e. preparing the Agendas, sending notices, typing minutes and safe custody for the below indicated committees.
 - Board of Directors
 - Finance and General Purposes Committee
 - Audit Committee
 - Investment Committee
 - Maintaining the Managing Director's diary
 - Taking of minutes except for Board)
 - Drafting of routine memos
 - Screening of, and directing correspondence addressed to Staff and the Managing Director.
 - Arranging meetings for the Managing Director.
 - Performing any other duties assigned by the Managing Director
- **Personal Assistant to Director – CESSP**
- Assisting the Director in routine Administrative Work.
 - Maintaining Office petty cash
 - Maintaining the Director's diary
 - Managing incoming and outgoing communication. addressed to the Managing Director
 - Handling confidential files
 - Organizing and providing administrative support during the Management and Board Meetings of CESSP
 - Maintaining the Director's diary

- Taking of minutes except for Board
- Drafting of routine memos
- Screening of, and directing correspondence addressed to Staff and the Director.
- Making meeting arrangements for the Director.
- Performing any other duties assigned by the Director

FOR REFERENCES:

Prof. Julius Ogeng'o
Director, CESSP

Prof. Madara Ogot,
Former: Managing Director, UNES
Now: Department of Mechanical Engineering

Prof. Evans Aosa
Deputy Director, CESSP

Prof. Gituro Wainaina,
Director,
Social & Political Pillar,
Vision 2030, Delivery Secretariat.