

CURRICULUM VITAE

OKEYO (MRS.) ELIZABETH MARTHA ODENY

P.O. BOX 1001-00618

RUARAKA-NAIROBI

MOBILE No. 0722 377 415

E-MAIL: elizabeth.okeyo@uonbi.ac.ke

PERSONAL SUMMARY

- Capable manager from a strong catering background with the motivation, enthusiasm and commitment to take full responsibility for the day to day management of a busy department.
- Possessing an ability to create seasonally inspired menus and prepare food to the highest hygiene and presentation which goes beyond the expectations of the diners.
- Having a keen commercial eye and proven track record of introducing cost saving innovations and ideas whilst driving profit without sacrificing quality.
- A very pro-active and a 'hands on' person.

ACHIEVEMENTS

- Set up the Kenya Science SMU single handedly.
- Part of the team that operated Kenya Broadcasting Corporation staff canteen successfully.
- Resource person during custodians' training on Rodents and Pests control.
- Received a letter of appreciation from the Director, SWA

EDUCATION AND PROFESSIONAL TRAINING

2006-2010: KENYATTA UNIVERSITY

- BSc. Degree, Hospitality and Tourism Management (**Upper Second Class**)

1992-1996: KENYA POLYTECHNIC

- Higher Diploma, Institutional Management

1982-1984: KENYA UTALII COLLEGE

- Certificate, Food Production

1980-1981: KENYA UTALII COLLEGE

- Certificate, Food and Beverage Sales and Service.

1975-1978: HIGHLANDS GIRLS' HIGH SCHOOL (MOI GIRLS'), ELDORET,

- East African Certificate of Education

1968-1974: MASOGO PRIMARY SCHOOL

- Certificate of Primary Education

1966-1967: Preparatory (Nursery)

OTHER TRAININGS

- March 2-6 2009: Finance for Non Finance Managers, UNES.
- June 15- September 8 2003: Information and Communication Technology, Chiromo, UON
 - Introduction to computers and windows
 - Ms word
 - Ms excel
 - Introduction to networking and internet
- May 18-20 1999: Middle Grade Managers, Hall 6, UON
 - Supervisory Skills Development
- June 10-14 1991: Training for middle grade staff, Egerton University.
 - Effective communication techniques
 - Leadership
 - Attitudinal change
 - Work supervision
 - Interpersonal relationship
 - Mass behaviour

WORKSHOPS AND SEMINARS

- July 2013, June 15 2011: Records keeping and Management, CCU.
- October 23 2012: Training on CMIS, SWA Boardroom
- June 28 2012: Team building, Mamlaka
- June 23 2009: Procurement Procedures, CCU
- April 28 2009: Environmental Auditing, CCU
- February 2 2009: Disposal, Procurement, Inspection and Acceptance of Goods, CCU
- May 29 2008: Sensitization Training on Integrity, CCU
- February 2007:ISO 9001:2000, CCU
- April 30 2003: Purchasing and Supplies
- April 15 2003: Induction workshop on 'Way forward for Students Welfare Authority', Ufungamano House, Nairobi.

CAREER HISTORY

Position

- September 11 -October 14 2007, February 22 2010 to date **Senior Catering Officer** and deputy to the Principal Catering Officer, University of Nairobi.

Duties and Responsibilities

- Coordinating the outside campus catering units (Kenyatta Medical, Kenya Science, Kikuyu, Upper Kabete, and Lower Kabete).
- Ensuring compliance with ISO 9001:2008 standards.
- Involved in providing advice and opinion on introduction of new products, meals and services.
- Oversees the improvement and maintenance of performance standards within the SMU kitchens.
- Organizing new initiatives and planning local and international functions, i.e. graduations, prize giving, etc
- Represent the department in tender opening of all food stuffs, cleaning materials, equipments and other related items.
- Liaise with the procurement officer on supplies matters.
- Make weekly visits to the allocated units to ensure they conform and adhere to the laid down standards in managing the resources, staff and equipments and submit reports to the Director, SWA.
- Service all departmental meetings.

Position

- October 15 2007-February 21 2010, **Acting SMU Manager**, Kenya Science Campus, University of Nairobi.

Duties and Responsibilities

- Head the Kenya Science Campus Strategic Management Unit.
- Develop both short and long term strategic plans for the SMU.
- Manage the Accommodation and Catering services
- Handle all the personnel matters in the SMU.
- Supervise staff and handle the transition period (from college to university) professionally.
- Responsible for the management of all finances.
- Responsible for all procurement, payment and control of supplies.
- Keep all accountable documents and be responsible for their safety.
- Ensure proper maintenance of all assets.
- Maintain a proper register for all assets
- Responding to students enquiries relating to services offered by the Student Welfare Authority.
- Responsible for staff appraisal and providing appropriate incentives.
- A warden to the students.
- Chaired all disciplinary cases.
- Chaired SMU meetings.
- Undertake any other duty as may be assigned by the Director, SWA.

Position

- January 10 2006-September 10 2007, **Catering Officer in Charge of Mamlaka Kitchen.**

Duties and Responsibilities

- In charge of all the operations in the kitchen.
- Responsible to the PCO and the SMU Manager.
- Responsible for all the staff in the kitchen.
- Requisitioning of foods, cleaning materials, equipments and other related items from the suppliers and stores.
- Supervising the cleanliness of the staff, kitchen, and the surrounding environment.
- Ensuring that foods delivered were according to the specifications.
- Did the kitchen budget and adhered to the budget allocations.
- Prepared the menus and supervised foods and beverage preparations and service.
- Did the food cost and sales analysis and advised staff if/when there were shortages.
- A committee member for the organization and execution of the UON graduation functions and many other functions within the University.
- Raised M1 forms and supervised the repair works carried out within the kitchen.
- Trained and counseled staff.
- Chaired all kitchen meetings and forwarded recommendations to the PCO.

Position

- October 8 2004-January 9 2006, **Catering Officer in charge of Varsity Catering Services.**

Duties and Responsibility

- While most of the duties were the same as those of Mamlaka, Varsity was and still is an IGU and it supplied chapattis to all the kitchens within the main campus and catered for groups, University visitors and students as well and all were under my direct supervision.
- Planned, organized, budgeted, costed and sourced for suppliers during UON graduation functions.
- Supervised the pre-preparations, preparations and cooking and service of foods and clearing, cleaning, stock taking and storage of items used during the graduation functions.

Position

- July 2003-October 7 2004, **Catering Officer in charge of Lower Kabete Kitchen**

Duties and Responsibilities

- The duties and responsibilities were the same as those of Mamlaka and Varsity Catering Services.

Position

- April 22 2001-July 2003, **Catering Officer in charge of Chiromo Cafeteria**

Duties and Responsibilities

- Catered specifically for Lecturers and staff in the College of Physiology and Biological College.
- Catered for guests to the College and other visitors.
- Catered for functions within the College
- Other duties remained the same as for Mamlaka and other units.

Position

- November 27 2000-April 2001, **Assistant Catering Officer, Main Cafeteria, UON**

Duties and Responsibilities

- Catered mostly for staff in the Central Administration at the main campus.
- Took charge in the absence of the Catering Officer.
- Deputized the Catering Officer.
- Supervised staff.
- Supervised food receiving, and storage.
- Requisitioned for foods from the internal stores and supervised issuing.
- Supervised food preparations and service.
- Analyzed food costs and sales.
- Did monthly stock taking.

Position

- July 26 1999- November 2000, **Assistant Catering Officer, Stella Awinja Kitchen**

Duties and Responsibilities

- In charge of the ADD cafeteria.
- Catered mainly for the Lecturers and staff in the ADD department.
- Deputized the Catering Officer in charge of Stella Awinja.
- Other duties were similar to those of Main Cafeteria.

Position

- May19 1999-July25 1999, **Assistant Catering Officer in the College Cafeteria**, but worked for one week and then posted to **Kenya Broadcasting Corporation**.

Duties and Responsibilities

- Catered for the KBC staff and their visitors.
- Other duties similar as above.

Position

- March 20 1998-May 18 1999, **Catering Officer in charge of Parklands Kitchen**

Duties and Responsibilities

- Similar to Mamlaka.

Position

- May 23 1997- March 19 1998, **Assistant Catering Officer, Mamlaka Kitchen**

Duties and Responsibilities

- Deputized the Catering Officer in charge of the kitchen
- Planned the duty roster for staff
- Planned the leave schedule for staff.
- Trained staff on various topics i.e. hygiene, food preparation, personal grooming, punctuality etc
- Other duties were similar to those of other kitchens.

Position

- 1995-May 1997, **Senior Cateress, Egerton University, Njoro**

Duties and Responsibilities

- In charge of Faculty of Arts and Social Sciences (FASS) Cafeteria
- Similar to those of in charge of kitchens.

- 1989-1994, **Cateress, Egerton University**
- Deputy to the Senior Cateress in charge of the Main Kitchen (took study leave between 1992-1995)
- December 1984-1988. **Chef/Assistant Cateress, Egerton College**
- In charge of shift
- In charge of cooks.
- Supervised food preparations and cooking
- Supervised food service.
- Supervised cleanliness

- October-November 1984, **Cook, Ambassador Hotel, Nairobi**
- Prepared mouth-watering foods for Breakfast, Lunch and Dinner
- Specialized in hot kitchen

- October 1981-April 1982, **Waitress, Utalii Hotel, Nairobi**
- Took charge of the restaurant décor
- Did 'Mis en place' before service
- Welcomed, seated and served guests.
- Ensured guests paid for services.

- May-August 1980, **Untrained Teacher, Nyandiwa Primary School, Siaya.**

OTHER DUTIES

- 2006-2013 Chairlady, Mary Immaculate Small Christian Community, St Benedict Parish, Thika Road
- 1998-2000 Choir Member, St Benedict Parish
- 1980-1981 Class captain (College)
- 1978 Dormitory prefect (High School)
- 1974 Head Girl (Std 7)
- 1973 Netball captain (Std 6)

INTERNSHIP

- November 1993-April 1994, **Management Trainee, Panafric Hotel, Nairobi.**
- Areas covered:
 - Kitchen
 - Food and Beverage service areas
 - Stores
 - Food and Beverage Control
 - Front Office

- Housekeeping
- Personnel department
- Security
- May 1994, **Utalii Hotel, Nairobi**
- Area covered:
- Laundry Services

PROFESSIONAL EXPERIENCE

Catering Abilities:

- Experience of providing the catering service for large private parties and events.
- Fully aware of current equal opportunity, anti-discrimination and anti-oppressive practices.
- Good leadership and organization skills.
- Excellent people skills to inspire catering staff.
- Track record of managing units diligently and profitably.
- Ability to provide a safe physical working environment for catering staff and customers.

Personal abilities:

- Having a real passion for good and hygienically prepared foods
- Focused on client and customer services
- Ability to build a strong relationship with customers.
- Can stay calm in crisis situations
- Resolving problems on the spot.
- Effectively motivating staff to get the most out of them.
- Willing to work long hours and outside the schedules.
- Having an enthusiastic drive and a positive 'can do' attitude.
- Flexible to meet the demands of the business.
- Presentable, confident, responsible, reliable, honest, firm, etc

KEY COMPETENCIES AND SKILLS

- Hospitality Management
- Managing Costs
- Culinary management
- Stock taking
- Food preparation
- Beverages
- Developing menus
- Financial Management.

RESEARCH WORK UNDERTAKEN

- Diets and Cardiovascular Diseases
- Home stays: Alternative To Tourist Accommodation

HOBBIES

- Singing
 - Reading
 - Listening to music
- Cooking
Dancing

REFEREES

- Dr. Walter H. Onyango
Director, School of the Arts and Design
University of Nairobi
P.O Box 30197-00100
Nairobi.
- Lawrence M. Muye
General Manager
Nairobi Golf Club
P.O. Box 4347-00506
Nairobi.
E-mail: lamu@acaciaholidays.com
- Mary Amolo
Consular/Passports Manager
Australian High Commission
P.O. Box 26777-00504
Nairobi.
E-mail: mary.amolo@dfat.gov.au
- Hannah Kariuki
Commercial Bank of Africa
P. O Box 30437-00100
Nairobi.
E-mail: hannah.kariuki@cbagroup.com