

CURRICULUM VITÆ

EDITH R.K. NDARU

MAY 2019

PERSNONAL DATA

Name Edith Rose Kanini Ndaru
Date of Birth 1971
Sex Female
Nationality Kenyan
Marital Status Married
Address (Office) 30197– 00100, Nairobi
(Home) 1302 – 00902, Kikuyu
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ACADEMIC AND PEROFSSIONAL QUALIFICATIONS

YEAR	SCHOOL/COLLEGE	QUALIFICATION	GRADE
2017 to date	University of Nairobi	Master of Art - Project Planning and Management	On Going (project writing)
2016 to date	University of Nairobi	Bachelor of Commerce – Human Resource Option	Upper 2 nd Class
2004	University of Nairobi	Diploma in Human Resource Management	Credit
2000	Kenya Polytechnic, Nairobi	Diploma in Management I	Pass
1994-1996	Nyeri Technical Training College, Nyeri	Secretarial Studies	Credit
1990	Kyeni Girls' High School, Embu	KCSE	C Plain

WORK EXPERIENCE

1996-to date: University of Nairobi

- **Current Position: Assistant Executive Secretary**

1996: Internship at ACK Diocesan Office, Embu

1992-1993: Copy Typist, St. Anne's High School, Embu

OTHER TRAINING/SEMINAR/WORKSHOP ATTENDED

October 2017: Attended a 2 weeks Cultural Exchange program in Tianjin Normal University, China organized by Confucius Institute, University of Nairobi

September 2017: Attended a 3 days' Training for Office Administrators at Panarova Hotel, Naivasha

March 2015: Attended a 2 days' workshop on Customer Relations organized by University of Nairobi

May 2012: Attended a one day workshop on Transformation Customer Care organized by CAVS, University of Nairobi

April 2011: Attended a one day workshop on Empowerment Customer Care Strategies organized by CAVS, University of Nairobi

April 2011: Attended a workshop on Investment at Jumua Conference Centre, Limuru organized by St Lwanga Gifted Hands Investment Company.

February 2011: Attended a one week seminar at Thika Pastrol on Healing and Reconciliation organized by the Catholic Justice and Peace Commission.

May 2009: Participated in National bank walk to raise funds for handicapped children

August 2008: Attended a one week seminar at Thika Pastrol on Conflict Management; in relation to post election violence organized by Catholic Justice and Peace Commission.

August 2004: Participated in Kenya Women Aids Run

July 2003: Attended a one week departmental staff workshop, White Sands Hotel Mombasa

June to August 1998: Evangelism and Discipleship course under Life Ministry Kenya

July – August 1991: Rainus Training Consultancy Services; Sales Management Course

REFEREES

1. Mr. John Orindi
Director, Corporate Affairs
University of Nairobi
P.O. Box 30197 - 00100

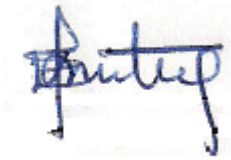
NAIROBI

2. Mr. Jamleck Ndambiri
Chairman
St. Charles Lwanga Catholic Church- KARI
Kerwa Parish – Kikuyu Deanery

KIKUYU

Fr. Martin Amalanathan
Fr.in Charge
St Joseph, Kerwa Parish
Kikuyu Deanery

KIKUYU



Signed: _____

Date: 28TH MAY 2018