

Curriculum Vitae

PERSONAL INFORMATION

Name : Elizabeth N. Wamugunda
Sex : Female
Nationality : Kenyan
Marital Status : Single
Religion : Christian
Languages : Fluent in English, Kiswahili, Kikuyu

EDUCATIONAL BACKGROUND

COLLEGE : **Datastorm Computer Systems**
Adobe Pagemaker (Desktop Publishing – DTP) and Aldus Freehand

: **Introduction to Microsoft Packages**
Microsoft Word

: **Computrain College**
Typing 50wpm – Pass

: **Zetech College**
Adobe Illustrator, Adobe Photoshop and Adobe In-design

HIGH SCHOOL : Parklands Arya Girls High School

PRIMARY SCHOOL : Kilimani Primary School

WORKING EXPERIENCE

2007 – Current : **UNIVERSITY OF NAIROBI**
: **Graphic Designer**

- : - Update University Academic Calendar yearly Typeset graduation booklets
- Newsletter for the University of Nairobi Typeset Varsity Focus, June, 2008
- Graphic design covers for the same publications
- Prepare brochures and badges used at ASK show and graduation ceremony

- Generate ideas through downloading graphics from servers and sites and translating them into usable design as per the clients request
 - Other adhoc publications I prepare are University internal director, e-mail address booklets, Voice over Internet Protocol (VoIP) Telephony User Manual
 - Liaising closely with other sections like University Press and Public Relations
- : I also perform secretarial duties when need arises that is typing/retrieving official mails, receiving incoming mails, receiving calls, downloading and sending e-mails to and from Commonwealth Universities and other University sections and any other duties assigned.

REFEREES

- : **1.** Prof. Mberia
Associate Lecturer, University of Nairobi
P.O. Box 30197, 00100 Nairobi
Cell: 0722-233184
- 2.** W.J. Asilla
Registrar, University of Nairobi
P.O. Box 0727-486801
- 3.** George Njau
Director, Geoperi Publications
P.O. Box 69444, Nairobi
Cell: 0722-760395