

CURRICULUM VITAE

WANGARI FLORENCE

PERSONAL DATA

DATE OF BIRTH: APRIL 2, 1965

NATIONALITY: KENYAN

GENDER: FEMALE

MARITAL STATUS: SINGLE

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LANGUAGES: ENGLISH, KISWAHILI AND KIKUYU

EDUCATIONAL BACKGROUND

1994 – 1997: **KENYA POLYTECHNIC**
Diploma in Catering and Accommodation Technology

JAN – NOV 1983: **KENYA POLYTECHNIC**
Abridged certificate in catering and accommodation.

1979 – 1983: **AFRAHA HIGH SECONDARY SCHOOL**
Successfully completed Secondary Education, Obtaining the Kenya Certificate of Education (KCE)

1972 – 1978: **NJABINI PRIMARY SCHOOL**
Successfully completed Primary Education, Obtaining the Certificate of Primary Education (CPE)

PROFESSIONAL TRAINING:

JUNE – JULY 2011: **KENYA UTALII COLLEGE, NAIROBI**

Management development programme; Strategic change management in the Hospitality and Tourism industry

JUNE 23RD 2009: **UNIVERSITY OF NAIROBI**

In- house training on procurement Procedures

APRIL 2008: **UNIVERSITY OF NAIROBI**

In – house training on Environmental Audit.

2008: **MINISTRY OF LABOUR AND HUMAN RESOURCE DEVELOPMENT;**

DIRECTORATE OF OCCUPATIONAL HEALTH

Training on fire and safety.

2003: **UNIVERSITY OF NAIROBI**

Training on computer skills and information technology.

MAY 1999 **UNIVERSITY OF NAIROBI**

In- house training in supervisory skills development for Middle cadre Managers

APRIL 1999 **KENYA ASSOCIATION OF PROFESSIONAL COUNSELLORS**

Acquired certificate in counseling skills

DEC. 1991 **UNIVERSITY OF NAIROBI**

In – house training programme in accommodation and catering services

JAN 1990 **UNIVERSITY OF NAIROBI**

In – house training in student as a customer

CAREER OBJECTIVES

To work in a competitive and challenging environment where i will be able to fully apply and utilize the skills acquired from the various institutions attended

WORK EXPERIENCE

MARCH 1999 – PRESENT UNIVERSITY OF NAIROBI

POSITION: CATERING OFFICER

DUTY STATION: KENYA SCIENCE CAMPUS

RESPONSIBILITIES:

- Plan, organize, direct, control and evaluate the entire operations of the kitchen large scale production, service and sale to students/clients
- Compile menus, negotiate and make arrangements with clients for special catering services and use of facilities for their functions
- Cater for the University functions
- Control inventory, monitor revenues. Kitchen costs, stores requisitions
- Resolve all students/clients complaints and ensure health safety regulations are followed
- Coordinate with other staff from other departments eg. Accounts, halls, procurements etc
- Take up any other duties that may be assigned by the manager

1989 – 1999: UNIVERSITY STUDENT ACCOMMODATION BOARD

POSITION: ASSISTANT CATERING OFFICER

DUTY STATION: VARIOUS KITCHENS

RESPONSIBILITIES:

- Supervise for efficient and quality production, service, and sale of food to students
- Responsible for requisitions of food stuff from the store for the day production
- Inspect and receive all food stuff in conjunction with the store man and assistant cateress
- Responsible for the costing of the dishes, sales and banking cash received

1987 - 1989 UNIVERSITY STUDENT ACCOMMODATION BOARD

POSITION: HOUSEKEEPER

DUTY STATION: WOMENS HALL

RESPONSIBILITIES:

- Responsible for the day to day running of the hall
- Maintain the student register and ensure that I know all the students by name and appearance
- Assign duties and supervise the staff working in the halls of residence

1984 – 1987: MINISTRY OF TRANSPORT AND COMMUNICATION;**STAFF TRAINING DEPARTMENT, NAIROBI****POSITION: CLERICAL OFFICER****DUTY STATION: NAIROBI****RESPONSIBILITIES:**

Worked as a clerical officer and later assigned duties of an assistant housekeeper and supervisor in the kitchen and halls of residence with a capacity of 600 students.

HOBBIES:

Traveling, sports, creative work, listening to music

REFEREES:

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