

CURRICULUM VITAE

NAME: : Gladys Kitheka

GENDER : Female

NATIONALITY : Kenyan

RELIGION : Christian

CONTACT ADDRESS : Faculty of Social Sciences
University of Nairobi
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ACADEMIC AND PROFESSIONAL QUALIFICATIONS

2011 – 2015 : Master of Arts in Project Planning and Management
University of Nairobi

2006 – 2009 : Bachelor of Arts – Sociology and Psychology
(Second Class Honours, Upper Division)
University of Nairobi

2004 – 2005 : Diploma in Human Resource Management (Credit)
University of Nairobi

2003 : Certificate in Public Relations
University of Nairobi

2000 : **Computer Studies**

- Windows
- Microsoft Word
- Microsoft Access
- Microsoft Excel
- PageMaker (Desktop Publishing)
- Power Point

: **Secretarial Courses**

- Typewriting
- Office Management
- Business English

- Shorthand
- Commerce
- Secretarial Duties

KENYA NATIONAL EXAMINATION CERTIFICATES

Kenya Certificate of Secondary Education (K.C.S.E.)

Kenya Certificate of Primary Education (K.C.P.E.)

CURRENT EMPLOYER

**University of Nairobi
P.O. Box 30197 – 00100
Nairobi**

HOBBIES AND INTERESTS

- Travelling
- Socializing
- Charity Work
- Team work
- Listening to Gospel Music

REFEREES

1. Prof. Ephraim Wahome
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