

CURRICULUM VITAE

NAME : GLADWELL W. GIKONYO
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GENDER : FEMALE
NATIONALITY : KENYAN
RELIGION: CHRISTIAN
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ACADEMIC EDUCATION:

1966 - 1972 - Muhito Primary School (Nyeri). Certificate of Primary Education.

1973 - 1976 - Tumutumu Girl's High School (Nyeri). East African Certificate of Secondary Education.

PROFESSIONAL EDUCATION :

1977 - 1979 - Y.W.C.A. Vocational Training School (Mombasa)

⌚ Diploma in Office Practice, Business English, Administration and Secretarial procedures.

⌚ Shorthand - 100 w.p.m.

⌚ Typewriting - 50 w.p.m

Others: Computer Literate

- Word perfect WP6.1, Ms-Dos, Microsoft word, Excel, Lotus 1.2, 3, Pagemaker.

EMPLOYMENT:

1979 -1984 - Assistant Secretary (UoN)

1985 - Todate - Secretary (UoN)