

# CURRICULUM VITAE

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## PERSONAL DETAILS

Name : Jacqueline Nyambura Kinuthia

Address : Associate Dean's Office  
Faculty of Agriculture  
College of Agriculture and Veterinary Science  
University of Nairobi

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Date of Birth : 16<sup>th</sup> December 1980

Marital Status : Single

Nationality : Kenyan

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**CAREER OBJECTIVE:** To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of this institution.

## PROFESSIONAL TRAININGS

College	Period	Qualification
Queens way Secretarial College	August 2003 – October, 2004	Administration Secretarial Studies, Advanced Typing 50 WPM, Commerce II and Shorthand 100 WPM.
Kenya Technical Trainers College	August 2002 – July 2003	Full Advanced Secretarial Training
P.C.E.A Girls Training Centre – Shalom House	May 2000 – March 2002	Basic Secretarial Training and Computer Packages.

## **EDUCATION BACKGROUND**

### **School Attended**

School	Period	Qualification
Kihumbu-ini High School - Thika	1996-1999	Kenya Certificate of Secondary Education
Kihumbui-ini Primary School - Thika	1986-1995	Kenya Certificate of Primary Education

### **ADDITIONAL SKILLS**

- Driving School – Automobile Association of Kenya (AA) in 2007 - Class BCE

### **ADDITIONAL TRAININGS HOSTED BY UNIVERISTY OF NAIROBI**

University of Nairobi	21 <sup>st</sup> December 2016	Institution's Complaints Handling System and Citizen Service Delivery Charter for Front Officers.
Blanes Business School	17 <sup>th</sup> to 19 <sup>th</sup> December 2014	Illuminating the Real Manager Behind the Boss.
Empowerment Resource Technologies LTD	17 <sup>th</sup> to 20 <sup>th</sup> June 2013	Performance Enhancement and Team building.
Empowerment Resource Technologies LTD	11 <sup>th</sup> May 2012	Transformational Customer Care Training.
Empowerment Resource Technologies LTD	12 <sup>th</sup> April 2011	Transformational Customer Care Training.
Empowerment Resource Technologies LTD	31 <sup>st</sup> January, 2009	Performance Enhancement Strategies Course

## **WORK EXPERIENCE**

August 2021 to date – Department of Plant Science and Crop Protection  
Faculty of Agriculture.

### **Position: Assistant Secretary**

#### **Responsibilities**

- ✓ Support Performance Contract where necessary.
- ✓ Update and maintain postgraduate students' files.
- ✓ To handle Postgraduate students matters.
- ✓ Processing MSc and PhD proposals and Theses.
- ✓ Management of Departmental e-mail and correspondence.
- ✓ Professional, timely handling and resolving of student complaints.
- ✓ Support administration of examinations.
- ✓ Any other duty assigned by the Chairman.

March 2017 July 2021 - Associate Dean's Office, Faculty of Agriculture.

### **Position: Assistant Secretary**

#### **Responsibilities**

- ✓ Issuing of Students School ID's, Transcripts, Completion letters.
- ✓ Drafting and typing recommendation letters.
- ✓ Handling office petty cash and accounting.
- ✓ Preparing supplementary timetable for Undergraduate students.
- ✓ Printing the updated class attendance lists.
- ✓ Perform any other official duties as assigned from time to time by the Dean, Associate Dean or the Assistant Registrar.

September 2010 to February 2017 – Department of Field Station, Manager's Office.

#### **Responsibilities**

- ✓ Provide routine administrative duties.
- ✓ Maintain a user- friendly filing system and update records accordingly.
- ✓ Ensure that all the equipments are soundly working.
- ✓ Attend to visitors and clients and students.
- ✓ Dealt with all the correspondence through the phone and via email, handling all PR matters in the Department.
- ✓ Any other duty assigned by the Manager or any other person dully authorized by him.

July 2007 to August 2010- Faculty of Veterinary Medicine, Dean's Office.

### **Responsibilities**

- ✓ Handling of office petty cash and accounting.
- ✓ Responsible for Timetabling Committee Meetings/ Time tables and College Exhibitions Committee Meetings.
- ✓ Attend to visitors and clients in the Faculty.
- ✓ Drafting and typing student recommendation letters.
- ✓ Perform any other official duties as assigned from time to time by the Dean or Assistant Registrar.

November 2005 - June 2007 - Department of Veterinary Pathology, Microbiology & Parasitology.

### **Key Responsibility**

- ✓ Maintain a comprehensive diary and calendar of events for the Head of the Department.
- ✓ Management office operations.
- ✓ General typewriting and filing documents.
- ✓ Typing the Post mortem cases.
- ✓ Making sure all machines in the office are soundly working.
- ✓ Attending to students' issues.
- ✓ Any other duty assigned to me by the Chairman.

### **HOBBIES:**

Travelling,  
Reading,  
Swimming

### **REFEREES:**

1. Prof. Chemining'wa  
Dean, Faculty of Agriculture  
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2. Professor R.N. Nyikal  
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