

# CURRICULUM VITAE

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## PERSONAL DETAILS

Name : Jacqueline N. Kinuthia  
Date of Birth : 16<sup>th</sup> December 1980  
Status : Single  
Nationality : Kenyan  
Religion : Christian  
Language : English, Kiswahili Written and Spoken  
Address : P O Box 29053  
Nairobi  
Tel: 0720 –712441  
Email: [Jacquejoe@yahoo.com](mailto:Jacquejoe@yahoo.com)

## Holder

BCE : Valid Driving Licence

## OBJECTIVES

- To share my knowledge and skills acquired during my training,
- To provide sufficient and accurate information,
- To serve clients with dignity, respect, and confidentiality.

## PROFESSIONAL QUALIFICATION

Certificates in Administration Secretarial, Shorthand 100 W.P.M., Typewriting, 50W.P.M, Commerce, Business English, Secretarial Duties, Office Management and Computer Packages (MS-Office).

## EDUCATION BACKGROUND

### School Attended

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

## **PROFESSIONAL TRAININGS**

<b>College</b>	<b>Period</b>	<b>Qualification</b>
Queens way Secretarial College	Aug, 2003 – October, 2004	Administration Secretarial Studies, Commerce and Shorthand (Pitman's)
Kenya Technical Teachers College	Aug 2002 –July 2003	Advanced Secretarial Studies stage III and Certificates in M-s Word, Excel, and PowerPoint.
Shalom House Girls Training Centre	May 2000 – March 2002	Basic Secretarial Training and Computers.

## **CERTIFICATES OF ATTENDANCE/PARTICIPATION**

Volunteered 6 <sup>th</sup> Biennial Scientific Conference held at University of Nairobi.	17 <sup>th</sup> – 19 <sup>th</sup> , September 2008	<b>Theme:</b> Human – Animal Interaction
<b>University of Nairobi</b> - Empowerment Resource Technologies LTD	31 <sup>st</sup> January, 2009	Performance Enhancement Strategies Course
<b>University of Nairobi</b> - Empowerment Resource Technologies LTD	12 <sup>th</sup> April 2011	Transformational Customer Care Training
<b>University of Nairobi</b> - Empowerment Resource Technologies LTD	11 <sup>th</sup> May 2012	Transformational Customer Care Training.
<b>University of Nairobi</b> – Empowerment Resource Technologies LTD	17 <sup>th</sup> and 18 <sup>th</sup> June	Performance Enhancement and Team building

## **WORK EXPERIENCE**

**September 2010 to date – Department of Field Station, Farm Manager's Office.**

### **Key Responsibility:**

- Provide Routine Administrative duties.
- Deal with all the correspondence through the phone and via email, handling all PR matters in the Department.
- Any other duty assigned by the Farm Manager or any other person dully authorized by him.

## **July 2007 to August 2010 – Faculty of Veterinary Medicine, Dean’s Office.**

### **Key Responsibility:**

- Responsible for organizing meetings for Dean, Faculty of Veterinary Medicine.
- Maintain a filing system for the Faculty office.
- Handle all confidential matters in the Dean’s office
- In-charge of all procurement of supplies to the Dean’s Office.
- Handling of office petty cash and accounting.
- Responsible for Timetabling Committee Meetings/ Time tables and College Exhibitions Committee Meetings.
- Ensure that equipment in the Dean’s Office are soundly working.
- Scanning, Faxing and photocopying office documents.
- Attend visitors and clients in the Faculty.
- Computerize important office documents using computer packages in MS-Microsoft Office.
- Routine Administrative duties.
- Perform any other official duties as assigned from time to time by the Dean or Assistant Registrar.

## **November 2005 - June 2007 – Faculty of Veterinary Medicine, Department of Pathology, Microbiology & Parasitology.**

### **Key Responsibility**

- Arrange meetings both in house and with other stakeholders.
- Maintain a comprehensive diary and calendar of events for the Head of the Department. Ensure workflow from the Department to other Departments and to the other stakeholders.
- Receive and transferring telephone calls within the institution.
- Maintain a user- friendly filing system and update records.
- Handling student cases i.e. lecture schedule and where to locate the lecturer.
- Organizing and keeping the office tidy.

**HOBBIES:**

Team Player

Socializing

Travelling

Reading

**REFEREES:**

1. Dr. R.O.Nyankanga,  
University of Nairobi,  
Farm Manager, Department of Field Station (CAVS),  
P O Box 29053 – 00625,  
NAIROBI.  
Mobile: 0723987294
  
2. Prof. Njenga Munene J,  
University of Nairobi,  
Dean, Faculty of Veterinary Medicine (CAVS),  
P O Box 29053 – 00625,  
NAIROBI.  
Mobile: 0723 763 893
  
3. Prof. N. Maingi,  
University of Nairobi,  
Chairman, Department of Veterinary  
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