

CURRICULUMVITAE

NAME: JANE W.GITHINJI
NATIONALITY: KENYAN
MARITALSTATUS: MARRIED

EDUCATIONALBACKGROUND

SECONDARY- KAGWEGIRLSSEC.SCHOOL

PROFESSIONALTRAINING:

September2006: AttendedaSecretarialManagementCourseatGTIMombasaandawardedaCertificate.
1983-1985: Tookatwo-yearsSecretarialcourseattheKenyaPolytechnicwhereIgraduatein:
i) **FullSecretarialTrainingCourses**
ii) **DiplomainMedicalSecretarialDuties**

IalsoparticipatedandsuccessfullycompletedacomputertrainingattheInstituteofNuclearScienceoftheUniversityof Nairobi:

IntroductiontoComputersandFundamentalsofMS-DOS6.22WordPerfect5.1
dBaseIVLotus
1-2-3

IamwellversedinMsWordandExcel

EXPERIENCE

July1985toAug.1987- IworkedwiththethenMinistryofLandsandSettlementwhereI workedfortheDeputyDirectorofSurveys.

Sept.1987toApril 2015 CollegeofArchitectureandEngineering,University ofNairobi.IntheCollegeI haveworkedfortheDirector, Housing Research and Development Unit, the CollegeRegistrar/Secretary,Dean Faculty of Engineering and for thePrincipalof theCollege.

April 2015 to Oct. 2016 Deputy Vice-Chancellor (A&F)'s office

Oct. 2016 to July. 2021 Board of Postgraduate Studies/Graduate School, UoN

July 2021 to date Deputy Vice-Chancellor (AA) – Graduate Student Affairs

DUTIES

Receiving and attending visitors, making appointments, dealing with enquiries, answering and makingtelephonecalls,handlingmail,takingchargeofdocumentsandfiles,handlingroutineadministrativetasksint heoffice.Ensuringsafecustody andconfidentiality ofalldocumentsandfiles.Assistinganddirectingstudentsaccording totheir needs and typing Award Letters