

# CURRICULUM VITAE

**NAME:** ANN WANGECI KAMAU  
**MARITAL STATUS:** MARRIED  
**NATIONALITY:** KENYAN  
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## QUALIFICATIONS:

1998 – 1989: Mugoiri High School  
Attained 2 Principals & 1 Subsidiary  
1984 – 1987: Kamahuha High School  
Attained 2<sup>nd</sup> Division of 28 points  
1977 – 1983: Gatheru Primary School  
Attained 26 points

## PROFESSIONAL TRAINING:

Have the following secretarial qualifications:

Shorthand - 120 w.p.m.  
- 100 w.p.m.  
- 80 w.p.m.  
Typing - Advance – 50 w.p.m.  
Intermediate – 35 w.p.m.  
Elementary

Office Management III

Business English III

Secretarial Duties II

Commerce II

Computer packages:

- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office Power Point
- Microsoft Office Access
- Windows
- Internet and Email

## **WORK EXPERIENCE**

- 15<sup>th</sup> February to September, 1992: Javar Industrial Machines Ltd. as a Secretary.
- 1<sup>st</sup> October 1992: University of Nairobi, Department of Veterinary Anatomy and Physiology, employed as Secretary Grade B.
- 22<sup>nd</sup> August 1995: Promoted to the position of Senior Assistant Secretary Grade (C). Some of the duties I perform: ensuring that the office runs smoothly, handling general routine work in the office, replying letters, filing, welcoming and directing visitors, typing reports and research papers.
- April 2007: Awarded a certificate of recognition by the College of Biological and Physical Sciences (UoN) for outstanding work performance.
- 19<sup>th</sup> December 2008 to January 2012: Department of Physics, University of Nairobi
- February 2012 to date: Department of Meteorology, University of Nairobi

## **HOBBIES**

- Community Service
- Games: Volleyball, table-tennis & football
- Singing and reading magazines

## **REFEREES**

1. Dr. Peter M. Mathiu  
Senior Lecturer  
Department of Vet. Anatomy & Physiology  
University of Nairobi  
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2. Dr. P.K. Towett  
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University of Nairobi  
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Email: [ptowett@uonbi.ac.ke](mailto:ptowett@uonbi.ac.ke)
  
3. Dr. John N. Mburu  
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