

CURRICULUM VITAE

Personal information

Name : Lucy Jiomba Gikundi
Nationality : Kenyan
Marital status : Married
Languages : English, Kiswahili and Kimeru
(Spoken and written)

Contacts

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Career objective

Work in a dynamic institution which is involved in training, counseling and research and put all my efforts in initiating new projects aimed at long term growth of the institution.

Personal assessment

I am diligent, organized, open minded, honest, efficient and effectively meet deadlines.

Educational background

2007-2009 –Kenyatta University
Master of Education in Guidance and Counseling
1989 – 1992 – University of Nairobi
Bachelor of Education (Arts)
Second class Honors, Lower Division
Subjects: History and C.R.E
1987 -1988 – Chogoria Girl’s High School
A’levels – Three principals, 1sub – 14 points
1983 – 1986 – Iruma Secondary School
O’levels – Division Two – 27 points
1976 - 1982 – Rurama Primary School
Certificate of Primary education

Professional qualification

2009	-Master of Education, Guidance & Counselling Kenyatta University
1992 –	Bachelor of Education (B.ED Arts) University of Nairobi
2003-	Higher Diploma in counseling studies Kenya Association of Professional Counsellors (KAPC)
1998 –	Professional certificate in counselling studies Kenya Association of Professional Counselors' (KAPC)

WORKSHOPS ATTENDED

DATE	SPONSOR	SKILLS ACQUIRED
2009	NASCOP	Adherence counseling
2009	NASCOP	Couples HIV Counseling and Testing
2002	Kenya education Staff institute (KESI)	Education management
2003	Kenya Association of Professional counselors' (KAPC)	Group management and facilitation skills
2003	Bethany international Leadership (BIL)	Interpersonal relations communication stewardship and counseling skills
1999-	Regional Aids Training Network (RATN)	Advocacy skills

Work experience

November 2015 to date- Assistant Dean of Students University of Nairobi, College of Biological and Physical sciences

Responsibility

Assisting the University Dean of students in administration of students welfare services

2011 to 2015-Railway Training Institute

Responsibility

Dean of Students

Duties

Coordination of Students welfare services which include;

1. Coordination of students Governance activities
2. In charge of students Discipline
3. Coordination of students counselling services
4. Coordination of students sports & clubs activities
5. Linking RTI management with Students through students Governance
6. Linking students with others from similar Institutions
7. Developing policies to guide students welfare activities
8. Coordinating students Governance activities

2012 to Date-Part Time Lecturer, Africa Nazarene University

Responsibility

Teaching and Evaluating Students in PSY 404: Family therapy

2010: Part Time Teaching, Kenyatta University, Introduction to Psychology

Responsibility

Teaching and Evaluating Students.

2009 to 2011-Teachers service Commission

Teaching History and CRE, Gachororo Secondary School, Juja, Thika

2004 to 2007– Teachers Service Commission

Teaching, History & C.R.E, Mary Leakey Girls High School

Responsibilities

1. Head of Department, Humanities

Duties

- i. Organizing and chairing departmental meetings
- ii. Co-coordinating the teaching of History, geography and C.R.E
- iii. Allocating lessons to teachers in the department
- iv. Supervision to ensure coverage of syllabus in the three subjects
- v. Orientation of new teachers in the department.

2. Head of subject, C.R.E

Duties

- i. Organizing and chairing meetings for teachers teaching C.R.E.
- ii. Co- coordinating the teaching of the subject
- iii. Supervision to ensure coverage of the C.R.E syllabus.

3. Member of guidance and Counseling committee

Duties

- i. Offering individual and group counselling to students
- ii. Co-coordinating and organizing peer counselling activities
- iii. Working closely with H.O.D, G&C in drawing G&C programmes for the entire school

4. Patron – Straight talk Club

Duties

- i. Coordinating club activities in the school

Achievement

2006 – Certificate of merit, CRE 2nd Best subject, Kiambu District

1994 – 2004: Teachers Service Commission (TSC), Teaching, Machakos, Girls High School.

Responsibilities

Head of department, Guidance and counselling

Duties

- i. Offering individual and group guidance and counseling to students
- ii. Conducting orientation for form ones and new students in the school
- iii. Giving talks to parents during meetings on psychological issues affecting students.
- iv. Organizing and chairing guidance and counselling committee meetings

Achievement

1999 : Certificate of competence, C.R.E, 2nd best subject, Machakos District

1998 : Certificate in history 3rd best subject, Machakos District

1997 : Certificate in C.R.E best subject, Machakos District

1996 : Certificate in CRE
Best subject, Machakos District

1995: Certificate in C.R.E
2nd Best subject, Machakos District
1992 – 1994: Teachers, Service Commission
Teaching, Kithatu Secondary School

Responsibilities

-Teaching History and C.R.E

PART TIME WORK EXPERIENCE

2012 to Date: Part time Lecturer, Africa Nazarene University
Family Therapy

2010 TO 2011: Part time Lecturer, Kenyatta University
Introduction to Psychology
Theories of Counselling

2005 -2008 Part time teacher trainer for KAPC on:
Group management and facilitation skills for teachers'
Peer education and communication skills for peer educators.

2007 to date Counselor Trainer for KAPC in:
Certificate in Counseling studies
Higher Diploma in Counseling Studies

Extra curricula activities

1. Chairlady to a local women group
2. Member of Two local Community Groups

Hobbies

- Reading
- Singing
- Travelling

Referees

1. MR JOHN LIVONDO MUCHERA
DEPUTY DIRECTOR (ACADEMICS)
RAILWAY TRAINING INSTITUTE
P.O BOX 4222-00100 NAIROBI

TEL.0727524956

2. JANE MUTUA
ICT MANAGER
RAILWAY TRAINING INSTITUTE
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3. MR DAVID KAIMA
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