

# LUCY WANJIRU KINYUA

P.O. Box 86 - 00515

Buruburu, Nairobi

Email – [lkinyua@uonbi.ac.ke](mailto:lkinyua@uonbi.ac.ke)

## EDUCATION

---

Bachelor of Arts (Psychology & Sociology), University of Nairobi: 2009 to date

Diploma in Human Resource Management (Credit), Kenya Institute of Management: 2007

Queensway Secretarial College: 1995

Kahuhia Girls' High School: 1994

## COMPUTER LITERACY

---

Proficiency in Microsoft Office. Internet and Email.

## EMPLOYMENT HISTORY

---

EMPLOYER	DESIGNATION	SUPERVISOR	DURATION
University of Nairobi	Secretary	Associate Dean, Faculty of Agriculture	October 2011 to date
		Chairman, Department of LARMAT - CAVS	September 2005 to September 2011
		College Bursar, CAVS	February 2005 to August 2005
		Senior Assistant Registrar, Admissions Section – Academic Division	March 1997 to May 2002

### Current Position – October 2011 to date

---

Secretary - Associate Dean's Office, Faculty of Agriculture.

My mandate includes:

- Secretarial and administrative support to the Associate Dean.
- Receiving and routing mail and on own initiative answer routine correspondences.
- Scheduling and coordinating faculty meetings.
- Compiling shortlisting summaries for vacant positions in the Faculty.
- Assist in coordinating the College's annual tree planting exercise and College fun day.
- Ordering office supplies, ensuring office equipment is working and managing the petty cash.
- Information management i.e. setting up and maintaining office and staff files.
- Reconciling administrative reports as related to the Faculty's departments' functions.
- Handling confidential materials such as examinations, exam results and employee files.

## **Activities**

---

- 11<sup>th</sup> May 2012: Training on Transformational Customer Care
- 12<sup>th</sup> April 2011: Training on Transformational Customer Care.
- 2009 to 2012: Secretary, Range Management Welfare Association, Dept. of Land Resource Mgt. & Agric. Technology.
- 2006 – 2009: Usher, University of Nairobi Graduation Ceremonies
- 1995: Certificates of Recognition for two Secretarial projects:
  - Filing in an Organization
  - The Practice of Management

## **REFEREES**

Prof. C.K.K. Gachene  
Dept. of LARMAT  
College of Agriculture & Veterinary Sciences  
University of Nairobi  
P.O. Box 29053

### **NAIROBI**

Mrs. A.M. Mbithi  
Deputy Registrar, Exams Section  
University of Nairobi  
P.O. Box 30197

### **NAIROBI**

Mr. John Muraguri  
Senior Assistant Registrar  
Academic Division (Admissions)  
University of Nairobi  
P.O. Box 30197

### **NAIROBI**