

# CURRICULUM VITAE

## PERSONAL INFORMATION

**NAME:** Mildred Mutakale Lugalia,  
**ADDRESS:** 47013, Nairobi  
**ID NO:** 24537268  
**MOBILE:** 0710 356 048  
**E-MAIL ADDRESS:** [lugaliamildred@uonbi.ac.ke](mailto:lugaliamildred@uonbi.ac.ke)  
**NATIONALITY:** Kenyan  
**DATE OF BIRTH:** 12<sup>th</sup> November 1985  
**GENDER:** Female

## EDUCATIONAL BACKGROUND

YEAR	INSTITUTION
1991-1999	Muleche Primary School-Attained KCPE Certificate
2000-2003	Shanderema Secondary School-Attained KCSE Certificate

## PROFESSIONAL QUALIFICATION:

2005-2006	Kenyan College-Attained Certificate in Telephone/ Receptionist (PABX, PMBX, PBX)
2005/2006	Attained Certificate in Microsoft Office Packages
2009-2010	Kenyan College-Attained a Diploma Certificate in Telephone Receptionist.
2011-2012:	Nairobi Institute of Business Studies-Attained a Diploma Certificate in Customer service.

## **WORKING EXPERIENCE:**

**2009:** University of Nairobi-Main Campus

**2010 to Date** University of Nairobi- College of Education and External Studies.

## **PERSONAL SKILLS AND COMPETENCE:**

- Ability to manage personal reaction and attitudes towards responsibilities and challenges at work and life.
- Ongoing lifelong independent learner in both life and area of specialization.
- Dependable, trustworthy and committed to mutual agreement at work.
- Ability to recognize gaps in knowledge, skills and competence and acquire what is needed Independently.

## **HOBBIES:**

- Socializing
- Travelling
- Reading

## **REFEREES:**

Hebert Mategwa,

Head Teacher -Muleche Primary School,

P.o. Box 35,

Shinyalu.

Jared Onyari,

Head of Department-Information Technology-Telephone Section,

P.o. Box 30197, Nairobi.

Hudson Jumba,

Principal College Education and External Studies

P.o. Box 92,Kikuyu.