

CURRICULUM VITAE

EUCABETH MAKORI

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PERSONAL DETAILS

MARITAL STATUS : MARRIED

NATIONALITY : KENYAN

DATE OF BIRTH : 1978

LANGUAGE : ENGLISH, KISWAHILI,

CAREER OBJECTIVES

- Looking for a local/Multinational Organization where the skills and experience I have acquired in secretarial and information technology could be utilized and enhanced.
- To ensure efficiency through professionalism and creativity, impact through team playing, and reflecting the organization image.
- To be the reason for success in an organization.

KEY SKILLS AND COMPETENCIES

- Able to work with minimum supervision
- Able to take initiative
- Able to adapt to change
- Sign Language interpretation skills
- Fast and accurate typing skills.
- Ability to work closely with other staff in the department.
- Can handle multiple tasks simultaneously.
- Proficiency in MS Office
- Knowledge of office work methods and procedures.

Personal

- Can quickly build up a positive rapport with fellow work colleagues.
- Easy going by nature.
- Ability to concentrate for long periods of time.

AREAS OF EXPERTISE

- Clerical functions
- File management
- Performance improvement
- Record keeping

EDUCATION BACKGROUND

- 1985-1993** : Eronge Primary School
- Kenya Certificate of Primary Education
- 1994-1998** : Tigoi Girls High School
- Kenya Certificate of Secondary Education
- 1998-2000** : Gusii Institute of Technology
Certificate in Secretarial Courses
- Office Practice I, II
 - Commerce I, II
 - Business English I,II,III
 - Office Management III
 - Secretarial Duties II
 - Typewriting I
- January – July 2000** : Fountain Computer College
Joined to do computer packages
- Introduction ton computers
 - Windows 95'
 - Ms Word
 - Ms Excel
 - Ms Access
 - Ms PageMaker
 - Ms Power Point
- 2005** : St Patrick's College of Professional Studies.
Advanced Computer Packages
- Corel Draw II
 - Adobe PageMaker 7.0
 - Ms Publisher 2002
 - Adobe illustrator 10
 - QuickBooks 2000
 - Email and Internet
- 2006** : Attended Makini Schools Teenage Counseling Workshop.

WORK EXPERIENCE

- August – November 2000** : Fountain Computer Services
- Responsibilities**
- Worked as a secretary
- 2001 – 2002** : Bulk link Computer Services
- Responsibilities**
- Type setting
 - Secretarial services
- 2004- 2007** : Eastlands Education Centre
- Responsibilities**
- School receptionist and secretary
- 2007** : Secretary Kenya Women Finance Trustee (Kayole)
- 2008 – 2009** : Bejaf Construction Company Kisii

Responsibilities

- Carrying our reception duties.
- Word processing manuscripts, letters and documents.
- Receiving and assisting visitors to the office in a courteous manner.
- Answering phone calls and forwarding callers to appropriate staff members.
- Schedule appointments and meetings.
- Photocopying and scanning documents.
- Copying and distribute material.
- Streamlining office procedures to make them more efficient.
- Sorting, prioritizing and distributing incoming mail.
- Handling confidential information.
- Filing reports and information in the correct places.

- 2009- To date** : University of Nairobi (Dean of Students Office)

Responsibilities

- Filing and maintaining the Dean of Students Registry Office
- Working for the Assistant Dean of Students when the secretary on leave

- Working with UNSA officials to enhance the expression and welfare of the students
- Working for the Dean of Students when the secretary is away.
- Maintaining Office filing system
- Handling confidential information.
- Receiving visitors and clients warmly and keeping their record, then redirecting them to various offices
- Attending to telephone calls, receiving and maintaining outgoing calls
- Making photocopies, scanning of documents and sending them

➤ RESPONSIBILITIES

1992	:	Class seven prefect
	:	Debating club (chairlady)
2007	:	Secretary Kenya Women Finance Trustee (Kayole)
2008	:	Secretary Bejaf Construction Company (Kisii)

HOBBIES

Counseling destitute and orphans
 Visiting hospitals to pray for the sick
 Reading novels
 Travelling

REFEREES

Mr. Bernard M. Mogaka
 Eastland's Education Centre
 Tel: 0722 394037

Zipporah Kamanda
 University of Nairobi
 Tel: 0726 648 032

Ms. Christine Makori
 Kisii County
 Tel: 0723 403 187

Evans Nyakundi
 Kenya Power and Lightening Company
 Nyamira County
 0722 908 237, 0723 465 051