

CURRICULUM VITAE

PERSONAL DETAILS

NAME : MARY MAKENA GERARRD
DATE OF BIRTH : 24TH JULY 1982
MARITAL STATUS : MARRIED
ID NO. : 22956590
NATIONALITY : KENYAN
ADDRESS : P.O.BOX 30197-0100
TELEPHONE : 0721-744807
EMAIL : mrymakena@yahoo.com
LANGUAGES : ENGLISH, KISWAHILI, MERU (SPOKEN AND WRITTEN)

PROFESSIONAL BACKGROUND

JAN 2004-NOV 2006 KENYA POLYTECHNIC DIPLOMA IN CATERING AND ACCOMMODATION

JAN 2007 BELCOM COMPUTER CENTRE COMPUTER STUDIES

EDUCATION BACKGROUND

JAN 1998-2001 NDAGANI SECONDARY SECONDARY SCHOOL KENYA CERTIFICATE OF SECONDARY (KCSE)

JAN 1995- NOV 1998 KIANGUA PRIMARY SCHOOL KENYA CERTIFICATE OF PRIMARY EDUCATION (KCPE)

WORK EXPERIENCE

DEC 2010- TO DATE - NIGHT COSTODIAN

Duties & Responsibilities

- Issuing rooms to the students
- Supervise and allocate duties
- Oversee the well being of student in the hostel.

2005- 2010 KITCHEN ASSISTANT UPPER/LOWER KABETE & PARKLANDS CAMPUSES.

Duties & Responsibilities

- Maintaining Cleanliness and Sanitation
- Food Preparation & Cooking Services
- Keeping Sales Records

HOBBIES & INTERESTS

- Reading Inspirational Books, Bible and Novels
- Travelling and sight seeing
- Swimming
- Watching Movies

OTHER SKILLS

- Able to write and communicate effectively in English and Swahili
- Computing: knowledgeable and able to use Ms Office
- Driving with a full clean driving license

REFEREES

1. MR. OGAL
HALLS OFFICER
UNIVERSITY OF NAIROBI
(CHIROMO CAMPUS)
P.O. BOX 30197-00100
NAIROBI.
CELL: 0713497968

2. SALOME MUCERE
CATERING OFFICER
UNIVERSITY OF NAIROBI
(PARKLANDS CAMPUS)
P.O. BOX 30197-00100
NAIROBI.
CELL: 0721733393

3. MONICAH S. KITHINJI
HALLS ASSISTANCE
UNIVERSITY OF NAIROBI
(CHIROMO CAMPUS)
P.O.BOX30197-00100
NAIROBI.
CELL: 0721-736448