

## **CURRICULUM VITAE**

### **PERSONAL DETAILS**

**NAME** Mary Achieng Wachara  
**NATIONALITY** Kenyan  
**MARITAL STATUS** Married  
**CURRENT ADDRESS** P.O. Box 5366 – 00200, Nairobi  
**TELEPHONE** 0734502504  
**EMAIL** [mary.achieng@uonbi.ac.ke](mailto:mary.achieng@uonbi.ac.ke)

### **PROFESSIONAL QUALIFICATION**

**July 2012**  
Award  
**Kenya Institute of Professional Studies**  
Certificate in Personnel Management III

**Sept. 2010**  
Award  
**Kenya Association of Professional Counselor**  
Certificate in (VCT) Counseling/Testing

**Feb 2008 - April 2008**  
Award  
**East Africa Institute of Certified studies**  
Certificate in HIV Management/Counseling

**Jan 2007 - March 2008**  
Award  
**East Africa Institute of Certified Studies**  
Diploma in Psychological Counseling

**May 2005 – Sept 2006**  
Award  
**Familia Institute for Social Studies and Advocacy – (ISSA)**  
Certificate in Social welfare and Development

**Jan 1994 –Dec 1995**  
Award  
**Nairobi Baptist Centre**  
Office Management III  
Secretarial Certificates  
Computer packages

### **ACADEMIC BACKGROUND**

**1980- 1983**  
Award  
**St. Mary’s High School**  
Kenya Certificate of Secondary Education

**1972 – 1979**  
Award  
**Holo Primary School**  
Certificate of Primary Education

## **WORKING EXPERIENCE**

<b>Nov 2011 to date</b> Position	<b>University of Nairobi, School of the Built Environment</b> Assistant Secretary
<b>Sep 2010 – Jan 2011</b> Position	<b>Shauri Moyo Bara VCT site</b> (VCT) Counselor (Attachment)
<b>Jan 2007 – Dec 2009</b> Position	<b>Ministry of Home Affairs</b> Volunteer children's Officer – Pumwani Division
<b>Jan 2006 – July 2006</b> Position	<b>City Council of Nairobi (Community Dev. Section)</b> Community Development Assistant (Attachment)
<b>Jan 2003 – April 2005</b> Position	<b>Lolwe Auto Hardware</b> Secretary
<b>Jan 2000 – Dec 2002</b> Position	<b>Heshima Community School</b> Secretary
<b>1994, 1995</b> Position	<b>Rockefeller Foundation</b> Casual worker
<b>1995</b> Position	<b>Baptist Mission of Kenya</b> Secretarial Student on Attachment

## **EXTRA CURRICULUM ACTIVITIES**

Net ball

## **HOBBIES**

- Singing in Choirs
- Reading novels
- Knitting

## **ACHIEVEMENTS**

- Conflict resolution together with colleagues at Wakulima market in July, 2006 when I was attached at City council of Nairobi, Department of Social Services, in the Community Development Section.
- Involved in facilitation and peer education in 2008, after joining a Community Based Organization called Little Bees, in Huruma slums in Nairobi. The majority group consisted of HIV positive mothers who needed to know more about the disease, the opportunistic diseases associated with it and better ways of managing the disease.

- In the year 2007, was awarded a certificate of participation in International law guiding the protection of children. This was a training organized to train all Volunteer Children's Officers in all the divisions in Nairobi.

### **REFEREES**

1. Prof. T. J. C. Anyamba  
Dean, School of the Built Environment  
P.O. Box 30197  
Nairobi, Kenya
2. Judith Ngene  
The Administrator  
East Africa Institute of Certified Studies  
P.O. Box 22822 – 00100, Nairobi
3. Hannah Mwangi  
Tel: 0722289261