

# CURRICULUM VITAE

## PERSONAL DATE

NAME: Mary Wangari Kaguima  
DATE OF BIRTH: 27 April 1974  
MARITAL STATUS: Married with 2 children  
RELIGION: Christian  
HEALTH: Good  
NATIONALITY: Kenyan  
CURRENT ADDRESS: P.O. Box 19676 – 00202  
Nairobi  
Cell Phone No. 0722-355511  
LANGUAGES SPOKEN: English, Kiswahili, French (not fluent), Kikuyu

## CAREER OBJECTIVE

- Be able to apply all the skills already learnt extensively in my field of work.
- Further my professional qualifications to a higher level so as to enable better competition in my field.
- Excel in my career and achieve an Administrative and Management position in an Institution.

## EDUCATION BACKGROUND

1987 – 1988 Manunga Girls Secondary School  
1989 – 1991 Mwenda-Andu Secondary School – (KCSE Grade C Plain)

## PROFESIONAL QUALIFICATIONS

**September 2011 – current** University of Nairobi  
Faculty of Arts  
Pursuing Degree in Bachelor of Arts (Communication)

**June 2006 – May 2007** University of Nairobi  
School of Continuing & Distance Education  
Diploma in Human Resource Management

**January 2002 – Dec. 2002** French Cultural Centre  
Examinations Taken – Level I & II

- Nov. 2000 – April 2001**      **University of Nairobi**  
 Institute of Nuclear Sciences  
*Computer Packages:*  
 Microsoft PowerPoint  
 Internet & Email  
 PageMaker
- October 1999 – June 2000**      Introduction to Computers and Windows 95/98  
 Microsoft Word  
 Microsoft Excel  
 Microsoft Access
- July 1999 – July 2000**      **Avenue Secretarial College**  
 Examining Body:      *Kenya National Examination Council*  
 Commerce I & II  
 Office Practice I & II  
 Secretarial Duties II  
 Office Management III  
 Business English I, II & III
- June 1998**      **Premier College**  
 Examining Body:      *Pitman Examination Council*  
 Shorthand      -      120wpm
- January – Dec. 1993**      **Jetways Secretarial College**  
 Examining Body:      *Pitman Examination Council*  
 Typewriting      -      50wpm  
 Book-Keeping -      Level I

## **SEMINARS AND WORKSHOPS**

- 6<sup>th</sup> – 24<sup>th</sup> September 2004      Attended and participated in a Secretarial Management Course held at Government Training Institute, Mombasa.
- 16<sup>th</sup> – 20<sup>th</sup> August 1999      Attended and participated in a Workshop entitled: Information Technology for Teachers as a Logistics Coordinator at the Institute of Nuclear Sciences, University of Nairobi.
- June – December 1997      Worked with the Electoral Commission of Kenya as a Data Entry Personnel (Part-time Basis) during the Computerisation of Voters' Registration Exercise in 1997 General Elections.

## **WORK EXPERIENCE**

- September 1995 – To date**      **University of Nairobi**  
*Secretary in the following offices:*

**January 2012 – to date**

**Job Title:**

**Supervisory**

**Responsibilities:**

**Principal's Office, College of Health Sciences**

*Senior Secretary Grade D*

- Supervision of clerical staff and providing training and orientation to new staff.

**Responsibilities:**

- Providing secretarial support to the Principal.
- Dealing with enquiries
- Receiving and attending to visitors.
- Maintaining appointment records for the Principal.
- Handling confidential matters.
- Handling incoming and outgoing mail, writing routine correspondences and updating changes in line with ISO 9001:2008 standards as adopted by the University
- Ensuring safe custody of official information and documents as well as ensuring safety of office equipment.
- Storing and retrieving information electronically, back-up information and keeping proper electronic records.
- Running and maintaining of office petty cash and mobile phone credit.
- Any other duty as may be assigned.

**27<sup>th</sup> Aug. 2008 – to date**

**Job Title:**

**Supervisory**

**Responsibilities:**

**Dean's Office, School of Dental Sciences**

*Senior Secretary Grade D*

Supervision of Records Clerks, Office Assistants and Drivers

**Responsibilities:**

- Providing secretarial support to the Dean.
- Dealing with enquiries including student matters, receiving and attending to visitors.
- Maintaining appointment records for the Dean and arranging for the provision of general and background materials.
- Handling incoming and outgoing mail, writing routine correspondences and updating changes in line with ISO 9001:2008 standards as adopted by the University
- Maintain office filing systems and mailing lists.
- Handling students' examination results and posting them in the Student Management Information System
- Preparing for School meetings
- Ensuring safe custody of official information and documents as well as ensuring safety of office equipment.
- Storing and retrieving information electronically, back-up information and keeping proper electronic records.
- Any other duty as may be assigned.

**13<sup>th</sup> Jan 2005 – 26<sup>th</sup> Aug 2008:** Dean's Office, School of Dental Sciences  
**Job Title:** *Assistant Senior Secretary Grade C*  
**Responsibilities:** Acting as Senior Secretary Grade D hence the responsibilities are as above.

**Feb. 2002 – 12<sup>th</sup> Jan. 2005** **Central Administration, Recruitment & Training Section**

**Job Title:** *Secretary Grade B*

**Responsibilities:**

- Typing from drafts
- Handling mail and writing routine correspondences
- Answering and making telephone calls
- Dealing with enquiries
- Receiving visitors
- Handling routine administrative tasks

**July 1999 – Feb. 2002** **Institute of Nuclear Sciences**

**Job Title:** *Assistant Secretary Grade A*

**Responsibilities:**

- Assisting the Senior Secretary in preparation and formatting of various official documents and preparing for meetings.
- Answering and making telephone calls
- Receiving visitors
- Filing general correspondences
- Any other job as may be assigned.

**Sept. 1995 – July 1999** Department of Electrical and Electronic Engineering

**Job Title:** *Assistant Secretary Grade A.*

**Responsibilities:** - As above

## **HOBBIES**

Travelling  
Reading novels

## **REFEREES**

Prof. Isaac O. Kibwage  
Principal, College of Health Sciences  
**University of Nairobi**

Fr. Vincent Macharia  
Father-In-Charge, Ruaraka Parish  
**Nairobi**

Prof. Evelyn G. Wagaiyu  
Dean, School of Dental Sciences  
**University of Nairobi**

Mrs. E.G. Ongwae  
Registrar Administration  
**University of Nairobi**