

CURRICULUM VITAE

NAME: MABEL NAWIRE WEGULO
DATE OF BIRTH: AUGUST 21, 1958
MARITAL STATUS: KENYAN
NUMBER OF CHILDREN: FOUR (4)
TELEPHONE CONTACT: + 25420318262 Ext. 28099
MOBILE: 0733954593/0715360849

EDUCATION:

1965 – 1970 – Primary School: Chebuyusi Primary School – CPE – Passed
1971 – 1975 – Secondary School: Lirhanda Girls High School – KJSE – Passed,
'O'-Level EACE Div. III

PROFESSIONAL TRAINING:

COLLEGES ATTENDED:

1976 – 1978 – Christian Industrial Training Centre (CITC), Kisumu Campus
1989 – 1991 – Avenue Secretarial College, Nairobi
1989 – 1990 – Kenya Secretarial Consultants College & Bureau – Computer Studies
2006 – 2007 – Universal College, Nairobi
2009 – 2011 – Diploma in Guidance and Counseling – Passed with Credit

PROFESSIONAL QUALIFICATIONS:

1. Business English Advanced – III
2. Commerce – II
3. Secretarial Duties – II
4. Office Practice – II
5. Office Management – III
6. Typewriting – III (50 wpm)
7. Shorthand Speed – III (120 wpm)
8. Computer Studies - Proficiency Certificate

WORK EXPERIENCE:

- Thirty (35) years
- Twenty four years, University of Nairobi
- Ten years, Public and Private Institutions

1978 – 1979 – Caleb (1972) Limited – Secretary to the Managing Director
1979 – 1982 – Ministry of Culture & Social Services – Secretary to the Head of
Women's Bureau.
1982 – 1984 – Collavino/Sadelmi Joint-Venture: Secretary to the Managing Director
1989 – 1984 – Kenya National Examinations Council: Secretary to the Head of
Research Section.
June 1989 – Nov. 1989 – John Aluoch & Associates: Secretary to Architecture
Department
November 1989 – to-date: University of Nairobi – Secretary Grade D (3 years)

OTHER PROFESSIONAL AREAS OF INTEREST:

- Guidance and Counseling

AREAS WORKED: COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

1. Department of Religious Studies
2. Department of Geography

3. Department of Literature and Sub-Department of French
4. Department of Political Science
5. School of Economics
6. Department of Philosophy
7. School of Law, Dean's Office
8. Institute of Diplomacy & International Studies
9. Deputy Principal's Office, CHSS
10. Principal's Office, CHSS – Stationed in the Registrar/Secretary's office (current)

OFFICIAL RESPONSIBILITIES:

- Personal Relations, dealing with students' general inquiries, other clients and staff
- Managing the office, organizing and handling day to day assignments:
 - Drafting routine correspondence
 - Typing, attending to telephone, filing, sorting mail
 - Assisting administrators in their administrative duties
- Assisting in organizing for seminars and workshops
- Appointed representative of the Non-teaching staff Welfare on the School of Law Board.
- Appointed as member of the College Records Management Committee, CHSS.

OTHER APPOINTMENTS:

Appointed severally by the University's Chief Legal Officer to serve as an Election Officer of Pension Trustee Elections of the University of Nairobi.

HOBBIES:

Reading Articles of interest, Singing, Bible Studies and Socializing

REFEREES:

1. Prof. Germano Mwabu
School of Economics
University of Nairobi
2. Ms. Joy Asiema
Chairman
Department of Public Law
School of Law
University of Nairobi
2. Prof. Peter O. K'Obonyo
Deputy Principal
College of Humanities and Social Sciences
Lower Kabete Campus
University of Nairobi

