

CURRICULUM VITAE

1. PERSONAL DETAILS

Name: Lucy Njeri Kuria
Date of Birth: 4th August, 1966
Marital Status: Married
Postal Address: P. O. Box 13119, 00200, Nairobi,
4442482; 0737-332172
Email: njerikomo@yahoo.com

Mobile Number(s): 0737332172/0713795245

2. CAREER OBJECTIVE

Build a Career in Sociology and Psychology/counseling.

3. Skills:

- Typing and Shorthand skills
 - Excellent Organization Skills
 - Customer Relationship Skills
 - Computer Proficiency
 - Telephone answering skills
 - Filing skills
 - Book keeping
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4. WORK EXPERIENCE

Period: November, 1993 to date

Employer: University of Nairobi

Position: Secretary, various Departments, Currently, Department of Physics

Duties:

- ◆ Type Departmental Correspondence (i.e. Memos, Letters and Various Reports)
- ◆ Deal with all Departmental administration and enquiries, Receive, screen, log and route correspondence, attach necessary background information and maintain follow-up system.
- ◆ Draft non-substantive correspondence and ensure follow up.
- ◆ Clear correspondence for conformity with established procedures and accuracy of statements before being signed by supervisor.
- ◆ Receiving and re-routing telephone calls.

- ◆ Assisting Lecturers, Students and handling general enquiries from students, parents and other stake holders.
- ◆ Registration of students when joining and examination times.
- ◆ Perform other duties as required.

Reports to: *Chairman, Department of Physics*

Previous Employment: Kenya Polytechnic, Feb. 1989 to Oct. 1993

Position: Secretary, Deputy Principal's Office

Duties:

- ◆ Handling telephone;
- ◆ Making appointments and dealing with enquiries;
- ◆ Writing correspondence;
- ◆ Ensuring safe custody and confidentiality of all documents and files;
- ◆ Preparing for Board meetings;
- ◆ Sending out notices, agenda and minutes;
- ◆ Sending returns to the TSC
- ◆ General office management

Position: Legal Secretary

Period: 1987 – 1988

Employer(s):

- ◆ Kiriundi and Company Advocates
- ◆ Gathenji and Company Advocates

Position: Secretary

Duties :

- ◆ Typing legal documents such as Wills, Agreements, Affidavits and Memoranda of Association,
- ◆ Undertaking routine office duties and dealing with clients.
- ◆ Making appointments for clients and dealing with enquiries.

5. **CONFERENCES AND WORKSHOPS**

Acted as Secretary in the following conferences;

- ◆ 2ND Chromatography Forum, SPS (8th to 18th March, 2010)
- ◆ First Pan-African Conference of Biochemistry and Molecular Biology (2nd - 6th September 1996).
- ◆ KARI skills development training for Laboratory Technologists (14th July – 9th September 1994).

- ◆ Regional Training Workshop on Recombinant DNA Techniques and its application supported by UNESCO ROSTA (20th – 29th June 1994).
 - ◆ East and Southern Africa Analytical Managers' Association (13th -17th December, 2004).
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6. OTHER SEMINARS/SHORT TRAINININGS

Participation in:

- ◆ Transformational Customer Care
- ◆ Counseling Skills
- ◆ Effective Minutes taking
- ◆ Petty Cash Rules and Regulations
- ◆ Customer Care Training
- ◆ Records Management

6. PROFESSIONAL QUALIFICATIONS

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|-------------------------|---|
| July 1998 – July, 1999: | Kenya Institute of Management
Diploma in Human Resources Parts I and II |
| Jan. 1998 – June, 1998: | Kenya Institute of Management
Advanced National Certificate in Business Administration |
| July, 1997 – Dec. 1997: | Kenya Institute of Management
National Certificate in Business Administration |
| Jan. 1985 – Nov. 1986 | Kenya Polytechnic
Diploma in Legal Secretarial |

Main Subjects:

Typewriting Stage III (50 WPM)
 Shorthand Stage III (100 WPM)
 Business English Stage III
 Office Management Stage III
 Secretarial Duties Stage II
 Office Practice Stage II
 Commerce Stage II
 Computer Packages
 MS Word, Ms Excel, E-mail

7. **EDUCATIONAL BACKGROUND**

1980 – 1983 Gitugi Girls High School
O' Level Division III

Subjects passed:

English Language	5
History	5
Christian Religious Education	6
Biology	6
Geography	7
Kiswahili	8

8. **REFEREES**

1. Professor Lydia W. Njenga
Dean, School of Physical Sciences
University of Nairobi,
P. O. Box 30197,
NAIROBI.

Email: lnjenga@uonbi.ac.ke

2. Prof. D. N. Kariuki,
Associate Professor,
Department of Chemistry,
University of Nairobi,
P. O. Box 30197, 00100
NAIROBI.

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3. Ms. Susan W. Muchina,
Senior Administrative Assistant,
Deputy Vice Chancellor (RPE)'s Office,
University of Nairobi,
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