

CURRICULUM VITAE

Name: Lynnet Akoth Oyoo
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Personal Data

Date of Birth:	21 st May, 1983
Nationality:	Kenyan
Country of residence:	Kenya
Marital Status:	Married
Language (s) Spoken:	English, Kiswahili, and Luo

Career Objectives:

A motivated, multifaceted and highly organized professional, offering over 17 years' professional experience in general administration and coordination of human resource activities in both public and private - international institutions. Adept at overseeing and streamlining day-to-day administrative operations as well as liaising with multiple internal teams and external stakeholders, ensuring efficient communication and seamless workflow geared towards achieving organizational goals. Proficient in handling confidential information, managing logistics, maintaining accurate records. Dedicated to delivering exceptional services, enhancing productivity and contributing to the success of the organizational initiatives. Seeking to secure a position to challenge and leverage my administrative skills to support team success in a dynamic and fast – paced environment and allow for further career growth.

Key Skills

- Information research and processing skills from data collection entry and analysis and dissemination.
- Excellent reporting skills –.
- Excellent team player and ability to multitask
- Proficient with data management policies, procedures and common technical tools.
- Strong analytical, evaluation and interpersonal skills
- Excellent planning and decision making skills
- Excellent time management
- Creative Problem solving and Conflict resolution skills.

Technical Competence:

Practical Knowledge of:

- Computer Skills: Ms. Word, Excel, PowerPoint, Publisher and SPSS, Internet, e-mail.
- **FIMS** - Facility Information Management System such as Online Document Tracking Register System.
- **USPAS** - University Staff Performance Appraisal System for online staff performance appraisal.
- **PCMIC** - Performance Contract Management Information System
- **EPMIS** - Electronic Procurement Management System.
- **OLAPIS** - Online Leave Application Processing Information System
- Document Management System (DMS) such as Google Drive, Drop box and Open text.

Education and Academic Experience

2021 - 2024	Kenyatta University
Course	Bachelor of Public Policy and Administration
2006 – 2009:	Jomo Kenyatta University of Agriculture and Technology (JKUAT), KCA, Kisumu Campus
Course:	Diploma in Information Technology
Qualification	Credit Grade
Nov 2002 – May 2003:	Swift Vision Educational Services L.t.d. (Kisumu)
Qualification:	Certificate in computer studies (credit grade)
Packages:	(i) Introduction to Microcomputers (ii) Operating System (MS – Dos & Windows 98) (iii) Word processing (Ms – Word & Corel Perfect) (iv) Spreadsheet (Ms Excel) (v) Data Management Systems (Ms - Access)
1999 – 2002:	Nyakach Girls High School (K.C.S.E)
Qualification:	B- (B minus)
1990– 1998:	Migingo Primary School (K.C.P.E)
Qualification:	B (B plain)

Professional/Work Experience:

2nd April 2013 to Date (Currently):

Employer:

University of Nairobi, Faculty of Health
Science

Department:

Clinical Medicine transferred from
Pharmaceutical Chemistry,
Pharmaceutics and Pharmacognosy)

Position:

Records Management Clerk

Key Responsibilities:

- Perform daily administrative duties including maintaining and updating records, filing, mailing services, generating reports, coordinating departmental activities and providing outstanding customer care services, and other general departmental communications and (Records Management), according to the ISO standards.
- Create process and maintain daily Staff clocking register for tracking staff time management.
- Organizing for departmental meetings by generating meeting notices and creating links for the meetings.
- Handling departmental procurement process, E-procurement and electronic document tracking.
- Assist in registration and orientation of new undergraduate and postgraduate students.
- Assisting in processing of nomination, travel arrangements hotel booking and payments for external examiners in liaison with travel and examination offices.
- Full participation in online profiling of performance Contracting exercise. I have been at the center of the Performance Exercise where I am the Secretary of the Performance Contract Committee.
- Secretarial duties (front office, handling phone calls, typing, drafting and proof reading memos, reports and other complex documents in handling internal, incoming and outgoing office correspondence and other logistical support)
- Assists in the coordination of planning and preparation of learning materials and equipments to ensure successful learning procedures.
- Review classification and resource description for routine records, documents and publications to assure quality accuracy and completeness and availability for use in performance contracting exercise, using the university-indexing scheme.
- Participates in preparation and assembling of records for archiving, retrieval of records and ensure the safe storage and preservation of archival record.
Maintain and update departmental assets, students and staff electronic database.
- Assist in examination process such as invigilation and preparation of examination materials in liaison with the departmental staff.
- Preparation of students' class attendance and ward rotation analysis to assist in the examination monitoring and evaluation process.
- Machine operations (Printing, scanning and photocopying) amongst other duties assigned from time to time.

2nd May – November 2012

Employer:

University of Nairobi, Kisumu Campus

Department:

School of Law

Position:

Clerk

Key Responsibilities:

- Clerical and administrative duties including; maintaining and updating records, filing, mailing services and document management (Records Management), according to the ISO standards.
- Secretarial duties (typing, report writing and minute taking), organizing meetings and logistical support.
- Maintaining students and staff database.
- Ensures proper procedure in movement of documents and files and their disposition.
- Preparation of class attendance analysis of both students and lecturers.
- Preparation of quarterly and monthly report in liaison with the Coordinator Daily arrangement of the school notice board.
- Machine operations (shredding, scanning and photocopying) amongst other duties assigned from time to time.

June 2006 to April 2012:

Employer:

Victoria Institute for Research on Environment and Development (VIRED) International.

Duty Station:

Nyando and Kisumu Districts

Position:

Field Officer / Data Entry Clerk/Office Assistant

Key Responsibilities

- Management of all the organizational Information/records and documents.
- Participating in awareness creation of particular survey to be conducted within specific areas of study.
- Provided comprehensive support for conferences, workshops and meetings for both the organization and stakeholders.
- Participated in the recruitment process for interns for the organization and shortlisting of postgraduate students for scholarship.
- Preparation of monthly and quarterly progress reports for the projects and workshops undertaken by the organization.
- Assisted in organization of the major events like World Wetland Day celebration.
- Participated in the organization of inter- school and inter community programme award winning competitions.
- Training and development of enumerators and data analysts in support of survey to respond to program monitoring, reporting and learning needs, monitor the quality of data collection, and provide additional guidance to staff after reviewing collected data.
- Process documents and materials, including work order, requisitions, time sheets, travel reimbursements, and budget transfers. Reconcile account balances for specific Programme budget categories and maintain accurate budget reporting.
- Keeping both electronic and paper records of Data entry of all questionnaires administered during surveys done by the project using SPSS and MS Word.

- Handling research activities through designing and administering questionnaires for various research topics, and conducting Focused Group Discussions(FGD)
- First hand, data collection, entry and analysis of all questionnaires administered during surveys done by the project using various programs like Excel, Statistical Package for Social Sciences (SPSS), and Ms Word.
- Regular Supervision of Community Development Activities within different wetland communities
- Community and stakeholders mobilization.
- Attending the community weekly meetings and take minutes for implementation, record keeping and referencing. Taking and organizing minutes of all the meetings held by the organization staff, communities and the stakeholders in collaboration with the organization.
- Handling Information Systems Management in filing of both electronic and hard records of all the reports, staff meetings, stakeholders meetings and the meetings held with community members.
- Handling duties in relation to computer hardware and software, including printing, installation, word-processing, electronic mail, and operating systems.

Committees:

23rd March 2021 to July 2022: Departmental Performance Contract committee
Department of Pharmaceutics and Pharmacy Practice - Secretary

21st January 2021 to July 2022: Conflict Resolution Committee Department
of Pharmaceutics and Pharmacy Practice – Secretary

Research Conferences and Presentations:

6th – 7th June 2024: Successfully presented a paper titled, “*A comparative assessment of progress of sustainable development goals attainment in India and Kenya*” at the International Interdisciplinary Conference on Sustainable Development Goals: Policy, Practice, Concerns and Way Forward – 2024” organized by School of Law, Bennett University (India) in collaboration with University of Birmingham (UK) and the University of Camerino (Italy).

Other Trainings and Experiences:

- 1) **27th May 2021:** Online Training on Integrity and Security of Records Information by UON ICT team
- 2) **23rd April, 2021:** Online Training on SMIS staff portal zoom, Google Meet overview of features and practical by UON ICT team
- 3) **22nd April 2021:** Online Training on Security and Safety Awareness.
- 4) **21st April 2021:** Online Training on Google Drive, Folder Creation and Security issue by the University of Nairobi ICT Team.
- 5) **21st April 2021:** Online Training on Working from home and V.P.N (Virtual Private Network) based systems by the University of Nairobi ICT Team.

- 6) **19th April 2021:** Training on Zoom and other features by University of Nairobi I.C.T Team.
- 7) **30th June, 2020:** Online Training on Sign Language by University of Nairobi College of Health Science Disability and Gender Mainstreaming Committee.
- 8) **23rd – 27th March, 2020:** Online Training on Online Tools
- 9) **22nd July 2019:** Online Training on Performance Contract Management Information System (PCMIS) at the University of Nairobi School Of Medicine Boardroom.
- 10) **14th November 2018:** Training on customer experience centre service at the University of Nairobi School Of Medicine Boardroom.
- 11) **14th - 15th August 2018:** Training on E-Procurement management information system and Electronic document tracking system at the University of Nairobi ICT centre.
- 12) **2nd April 2015:** Training on **Safety of records** at the University of Nairobi main campus spearheaded by the University Records officer and an officer from the Kenya National Archives unit.
- 13) **4th June 2014:** Training on **Procedure for Control of Records** at the University of Nairobi main campus spearheaded by the University Records officer and an officer from the Kenya National Archives unit.
- 14) **9th September 2013:** Training on **Effective Records Management Programme** at the University of Nairobi, College of Health Science spearheaded by the University Records officer and an officer from the Kenya National Archives unit.
- 15) **3rd -7th September 2012:** First Year Students’ registration and orientation at The University of Nairobi, School of Law, Kisumu campus
- 16) **4th – 8th June 2012:** First Year Students’ registration and orientation at The University of Nairobi, School of Law, Kisumu campus.
- 17) **June –July 2011:** Data Collection and Entry on consumptive wetland resources survey within Nyando basin using SPSS and Microsoft Word.
- 18) **9th March – 8th April 2011:** Conducted Participatory Rural Appraisal (PRA) in four communities, Nyalunya in lower Nyakach, Bwanda in Kadibo, and Kochogo and Wawidhi in Nyando.
- 19) **21st June – 10th July 2010:** Data collection, entry and analysis using SPSS and Microsoft Word on assessment on alternative livelihood activities in the Nyando Wetland Communities.
- 20) **22nd – 31st Dec 2008:** Data entry using SPSS program on the assessment of the critical water catchments areas in the 2001 Mau Forest Excision done in Kuresoi, Njoro, and Elburgon Divisions in Mollo District sponsored by Moi University.

- 21) **22nd – 30th Nov, 2008:** Data collection and entry using SPSS and MS Word programs on the Disi Wetland survey done in Siaya District sponsored by Kenya Agricultural Research Institute (K.A.R.I) in collaboration with VIRED International.
- 22) **4th – 11th Aug 2008:** Data collection and entry on community response/perspective on the flood control and mitigation projects implemented by JICA team in Nyando and Kisumu District.
- 23) **15th – 19th June 2008:** Data collection and entry on survey for environmental impact assessment (E.I.A) on ethanol plant situated at Otonglo, sponsored by SPECTRE International in Kisumu District.
- 24) **Nov. – Dec 2007:** Data collection and entry on PRA and implementation of both structural and non-structural projects of flooding effects to the communities in Kasiru, Kasule, Magina, Kokwaro and Lower Nyakach areas both in Nyando
- 25) **20th – 28th June 2006:** Data collection, entry and report writing on conducted interview on the impact of wetland conservation and management issues to the community in relation to the recession of Lake Victoria in Nyando and Kadibo divisions and Kisumu District.

Referees

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