

# **CURRICULUM VITAE**

## **PERSONAL PROFILE**

Surname Oloo

Other names Susan Auma

Date of Birth 28<sup>th</sup> May 1973

Nationality Kenyan

Marital Status Married

Contact Tel; 0721 – 850 792

Address: 29053, Nairobi

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## **LANGUAGE**

- English
- Kiswahili
- Dholuo

## **ACADEMIC QUALIFICATIONS**

MARCH 2009 – Sept 2009 Kenya Polytechnic University College  
Certificate in Housekeeping and Laundry

April 2005 – June 2005 Kenya Polytechnic  
Certificate in Housekeeping and Basic cookery.

Oct 2002 – Dec 2002 Proficiency certificate in Computer literacy  
Ms, Dos, word perfect 5.1 and Lotus 1-2-3, Ms windows 98,  
Ms Word 2000 and Ms Excel 2000

Jan 1989 – Nov 1992 Odera Secondary  
K.C.S.E certificate

Jan 1981 – Nov 1988 Oneno-Nam primary school  
K.C.P.E certificate

## **WORK EXPERIENCE/ BIOGRAPHY**

2004 – Up to date      University of Nairobi      Hall's assistant

### **Duties and responsibilities**

- Deals with general welfare of students
- Supervision of cleanliness in the halls of residence
- Supervision of maintenance work.
- Clerical work

### **SKILLS**

- i) Basic First Aid
- ii) Driving

## **REFEREES**

1. Prof Kimenju

SMU Manager

Upper Kabete SMU

P.o Box 29053

Tel: 0722 – 499 094

2. Ms. Norah Namachanja

The Halls Officer

Upper Kabete SMU

P.o Box 29053

Tel; 0722 – 368 972

## **BIO**

I am Dorcas Bonareri born in 1974 in Kisii, female and Christian by faith. My payroll No is 19293, working with the University of Nairobi as a Hall's assistant in Upper Kabete SMU. A position I have held for three years but before as a custodian for three years. I also served as a house keeper with Block Hotels for three years.

I have a diploma in housekeeping from Graffins College, Certificate of Secondary Education from Nyanturago Secondary School and Certificate of primary education from Suguta primary school.