

TERESIA WANGUI MBUGUA

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CAREER AND PERSONAL OBJECTIVE

My expertise as a **Communications and Media Consultant** has allowed me to identify, plan, and deliver initiatives that enhance public relations, journalism, project planning and execution. Seeking a position that will utilize all my skills.

SKILLS AND COMPETENCE

- Excellent communication and interpersonal skills.
- Proven leadership qualities, exemplary character with emotional intelligence to govern without bias, and a strong role model
- Strategic Planning, Budgeting and Monitoring and Evaluation skills
- Advocacy/Community Engagement and Development skills
- Strong facilitation skills
- Excellent project and research skills.
- Have demonstrated a high degree of professional competence in media relations
- Proficient in Microsoft Office suite: excellent knowledge of MS Word, Microsoft Outlook, Excel, PowerPoint, Databases, Spreadsheets and the Internet.
- Fluent in spoken and written English, Kiswahili.
- Excellent telephone etiquette.
- Ability to work under minimal supervision.
- Team player with an excellent work ethic.

WORK EXPERIENCE

March 2015- To date: University of Nairobi
Position: Web Communications Officer- ICT Center

Apr 2013 - Nov 2014: Machakos Social Welfare Board
Position: Communications Consultant

Duties:

- Design communication and branding material.
- Organize county wide needs assessment.
- Training organized groups in communication skills, budgeting and report writing.
- Report writing and project planning.

Jan 2008 - Mar 2012:

Media Focus on Africa
Position: Communications & Projects Officer

Duties:

- Maintained effective communication primarily with internal staff and occasionally with external publics including representatives of various media houses and civil society organizations to provide a channel for the dissemination of public information.
- Content development for broadcast (TV: ***Fist to Five for Change*** aired on Citizen TV, ***The Team (39 Episodes)*** drama series aired on TV and Radio ***Chanuka*** aired on Ghetto Radio).
- Participated in the design of monitoring and evaluation strategies and activities.

EDUCATIONAL BACKGROUND

2013 - Ongoing:

University of Nairobi
Master of Arts Degree in Project Planning & Management

2005 - 2007:

Catholic University of Eastern Africa
Bachelor of Arts in Social Communications (Video Production)

2003 - 2005:

London School of Journalism
Diploma in Journalism and News Writing

1999 - 2002:

Moi Girls Secondary School
Kenya Certificate of Secondary Education

REFEREES

Available upon request