

CURRICULUM VITÆ

PERSONAL INFORMATION

Name: Miss Veronica M Julius

Current Address: Personnel Registry

Date of Birth: 7th May 1969

Nationality: Kenyan

Telephone: 318262 Ext. 28284 (Office)

Cell Phone: 0725 513 816

E-Mail: vmwende@uonbi.ac.ke

Marital Status: Single

Languages: English, Kiswahili and Kikamba

ACADEMIC QUALIFICATIONS ACHIEVED

1984 – 1987: Kaplong Girls Secondary School

(Kenya Certificate of Education)

Attained Division III – 35 Points

1977 – 1978: Highridge Primary School

1979 – 1983: Jogoo Road Primary School

(Certificate of Primary Education)

PROFESSIONAL QUALIFICATIONS ACHIEVED

2010 to 2013: Kenyatta University pursuing an undergraduate course in Information Studies. Deferred 3 Semesters due to Hospitalization

2001 – 2002: Kenya School of Professional Studies,

Attained a diploma in information studies

1992 – 1992: Pansoms Secretarial College

Attained certificates in typing: Elementary – 25 words

Intermediate – 35 words

WORKSHOPS ATTENDED

October 13 – 26 1996: Training workshop on modern information management – (CDS/ISIS) at Meridian Court Hotel, Nairobi

April 2009: Customer Care training for Front Office staff, UoN (CCU)

EMPLOYMENT HISTORY

June 2015 – To date:

Registry Supervisor – Personnel Registry

Duties:

- Ensure security of files and documents
- Ensure proper handling of files and documents
- Ensuring timely dispensation of bring-ups
- Maintaining of registers
- Supervision of registry duties/activities
- Distributing work to registry staff under him/her
- Ensuring timely dispatch of mail/files for action
- Ensuring accurate arrangement and storage of current files
- Assisting in appraisal activities
- Any other duties given by the head of department/head of section or unit

January 2010 – June 2015:

Assistant Registry Supervisor

Duties:

- Deputizing the Registry Supervisor
- To ensure close supervisory of registry activities
- Arranging and organizing retrieval of records
- Opening of files for all newly employed members of staff
- Computing of leave applications for staff in Central admin
- To ensure files are returned in respective pockets within series
- Retrieval of files called for in various offices

- To ensure no file is lost or misplaced
- To ensure files are promptly closed when filled up
- To ensure that the registry is clean and tidy

December 2005 – February 2006: University Library (on promotion)

Library Assistant

Duties:

- Served at the circulation desk
- Loaning books to students and other users
- Clearance of students and staff leaving
- The university
- Attending to any queries from users of the library

August 2004: Deployed to Personnel Registry in Central Administration

Registry Clerk.

Duties:

- Filing
- Retrieval of files
- Processing manual leave applications
- Recording incoming files

Nov 1995 – Nov 2002: African Council for Comm. Education / School of Journalism Documentation Centre. (ACCE/SOJ)

Subordinate/Library Asst. Seconded from the care-taker section (CHSS)

Duties;

- Making sure the documentation centre is neat
- Manning the issue desk
- Classification and cataloguing of new books
- Shelving books, journal, magazines and audio visual material
- Data entry of books using CDS/ISIS
- Assisting students with content analysis of newspapers
- Acting as in-charge of Doc centre in absence of documentalist

July 1989 – Nov. 1995: Care taker section (CHSS)

Subordinate Grade 1

Duties:

- Cleaning offices and lecture theatres

RESEARCH PAPERS PRESENTED

1. Marketing of information services in information centres: A case study of the African Council for Communication Education/School of Journalism

Documentation centre (ACCE/SOJ)

2. Entrepreneurship: Opening a Video Library

Papers presented to Kenya National Examinations Council (KNEC) for award of Diploma in information studies

INTERESTS

- Reading books
- Cooking
- Watching documentaries and a good selection of movies
- Sight- seeing: Hiking
- Sports : Hockey, Lawn and Table tennis, participated in 10 KM marathon
- Knitting
- Bird watching
- Listening to music
- Socializing with friends
- Writing/surfing the internet for latest technology on records management