

RICULUM VITAE

PERSONAL INFORMATION

NAME: NAOMI WANGUI KAMWANA
CURRENT ADDRESS: P.O. BOX 57412-00200 NAIROBI
E-MAIL ADDRESS: naomikamwana@yahoo.com
SEX: Female
NATIONALITY: Kenyan
LANGUAGES: English, Kiswahili and Kikuyu
RELIGION: Christian

EDUCATION BACKGROUND

YEAR	INSTITUTION	QUALIFICATION
2009 to date	University of Nairobi	Studying Bachelor of Arts degree
2007 - 2008	University of Nairobi	Diploma in Human Resources Management
May 2006-July 2006	University of Nairobi	Certificate in Public Relations
1999 ó 2001	St. Mary's Secretarial College ó Isiolo	Shorthand 120 wpm Typewriting 50 wpm Office Practice II Secretarial Duties II Commerce II Business English III Office Management III COMPUTER PACKAGES
1994 ó 1997	Muthiga Girls High School	K.C.S.E. Certificate
1984 ó 1993	Kandutura Primary School	K.C.P.E. Certificate

WORK EXPERIENCE:

1st February 2005 to date **University of Nairobi**
Secretary

2003 - 2005 **Fredlizz Investment as a secretary**



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G.K Primary School – Eldoret

St. Francis School and Village – Meru.

May 2001 ó July 2001: Attachment at **St. Francis School and Village**

HOBBIES:

Reading Motivational books

Traveling

Singing