

CURRICULUM VITAE

Wendy Cherono Chebii
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Personal Details

Date of birth: 28/12/1984
Marital status: Married
Nationality: Kenyan
ID No: 23660136
County: Baringo
Religion: Christian
Languages: English, Swahili & Kalenjin (Fluently spoken and written)

Key Competencies

- Strategic mindset and ability to put emerging issues in the context of the organization's mission, vision and strategy
- Experience in setting and monitoring effective administrative and office management functions
- Ability to coordinate operational, logistical and communication functions
- Good problem solving skills related to scheduling and prioritizing
- Ability to perform and foster team work
- Able to work well on own initiative while demonstrating the organization and prioritization required to achieve tight deadlines and deliverables
- Excellent conceptualization, interpersonal, report writing, information management and time management skills with the ability to develop and maintain mutually beneficial internal and external relationship

Career Objectives

To work in a position that is challenging and dynamic, one which will make best use of existing skills and experience enabling further personal and professional development while promoting growth of the organization.

Work Experience

August 2019 - Date **Director's Office, School of Journalism & Mass Communication**
Senior Administrative Assistant

- Servicing School Committees including Management Board, Academic Board, among others
- Attending to students matters
- Management of performance contract
- Supervisory and managerial duties as may be assigned by head of section
- Any other relevant duties as may be prescribed by head of section

Dec 2014 - July 2019 **University of Nairobi, College of Humanities and Social Sciences, Principal's Office**
Senior Administrative Assistant

- Servicing College Committees including College Management Board, College Academic Board, Shortlisting and Appointment, Student Disciplinary among others
- Coordination and facilitation of efficient management of Human Resources
- Management of Performance Contract
- Maintenance of premises and facilities including plant, machinery and equipment
- Supervisory and managerial duties as may be assigned by head of section
- Any other relevant duties as may be prescribed by head of section

July 2009 - 30th Sept 2012 **Eldama Ravine Water and Sewerage Company**
(3 Years Contract) **(Rift Valley Water Service Board)**
Commercial Administration Manager

- Managing and supervising all the company's financial, administrative and commercial aspects
- Managing all the affairs relating to the company's human resources
- Setting and monitoring effective marketing strategy
- Coordination and implementation of donor and government funded projects
- Developing long- term business strategies, annual budgets and operating plans that reflect long term goals and objectives
- Maintenance of a sound system of internal checks and controls and report writing
- Liaise closely with customers to constantly improve on product portfolio and customer satisfaction

Oct 2007 - June 2009 **Fina Bank Limited, Nakuru Branch**
Relationship Officer

- Initial search for clients, screening and guidance on the banks application and disbursement procedures while ensuring full compliance with Know Your Customer (KYC) and Anti Money Laundering (AML) requirements
- Formal appraisal of loan applications and presentation of the proposals to the bank's credit risk
- Direct responsibility for the management and performance of all the branch's credit facilities, overdrawn accounts and contingent liabilities and liquidation of pledged collateral in event of default
- Credit analysis for compliance with all legal and regulatory requirements

- Controlling and monitoring day to day operations of overdrafts to ensure excesses are well sanctioned and maintained

Aug 2006 - Oct 2007

**Barclays Bank Limited, Nakuru Branch
Customer Advisor**

- Handling customer complaints
- Educating existing and prospective customers on bank's services
- Opening of accounts, lending and selling credit cards

Academic Qualifications

2017 - Date

University of Nairobi

Doctor of Philosophy in Business Administration
(Strategic Management Option)

2013

Egerton University

Masters Degree in Business Administration
(Strategic Management Option)

2007

Egerton University

Bachelor of Commerce Degree (Marketing Option)
Second Class Honors (Upper Division)

2002

Njoro Girls High School

Kenya Certificate of Secondary Education

1998

Prisons Primary School Nakuru

Kenya Certificate of Primary Education

Professional Qualifications and Associations

- Certification in Strategic Management and Leadership, Kenya Institute of Management
- Full Member of the Kenya Institute of Management (Membership No. M-62919)

Training, Seminars, Awards and Workshop Participation

2019

Manning School of Business, UMASS Lowell, USA

Successfully completed Global Entrepreneurship & Innovation
Immersion Program

2017

PricewaterhouseCoopers & Salaries & Remuneration Commission

Successfully trained as a job analyst trainer

2016

University of Nairobi

Appointed by the Vice-Chancellor as member of the University
Complaints Committee

- 2016** **Federation of Kenya Employers**
Certificate of participation in industrial relations and effective skills in leadership and management workshop
- 2015 - 2016** **College of Humanities and Social Sciences**
Successful conceptualization, development and implementation of the College One-Stop Shop Service “CHSS Huduma Centre”
- 2011** **Water Services Trust Fund & State of Israel**
Certificate of achievement on project management
- 2009** **Novatek Consultants Limited**
Certificate of participation on performance based schemes of service
- 2008** **Fina Bank**
Certificate of nomination on valuing customers
- 2007** **Dagger Consultants**
Certificate of performance management skills training
- 2007** **Barclays Bank Limited**
Certificate of being the best performer in Nakuru region

Interests and activities

Reading motivational books and participating in community projects

Referees

Prof. Ndeti Ndati
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University of Nairobi,
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