



THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Diploma	SECRETARIAL DIPLOMA	KIANDA COLLEGE(Kenya)	1979
Certificate	EACE	PRECIOUS BLOOD SECONDARY SCHOOL RIRUTA(Kenya)	1977
Short Course/ Training	MANAGEMENT COURSE FOR SENIOR SECRETARIES	KENYA INSTITUTE OF ADMINISTRATION(Kenya)	1999
Short Course/ Training	MANAGEMENT DEVELOPMENT PROGRAM FOR EXECUTIVE ASSISTANTS	ESAMI-MBABANE(Swaziland)	1993
Short Course/ Training	CORRESPONDENCE AND REPORT WRITING	PITMAN EXAMINATION INSTITUTE(United Kingdom)	1979

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2007 - 2011	FREELANCE CONSULTANT	CONSULTANT DOCUMENTATION,EVENTS AND CONFERENCE ORGANIZATION
1994 - 2007	ETC-EAST AFRICA LTD.	OFFICE MANAGER/EXECUTIVE ASSISTANT TO THE MANAGING DIRECTOR
1993 - 1994	KENYA AGRICULTURAL BIOTECHNOLOGY	PROJECT ASSISTANT
1990 - 1994	UNIVERSITY OF NAIROBI	PERSONAL SECRETARY TO THE VICE CHANCELLOR
1987 - 1990	UNIVERSITY OF NAIROBI	PERSONAL SECRETARY TO THE DEPUTY VICE CHANCELLOR
1980 - 1987	UNIVERSITY OF NAIROBI	SECRETARY
1979 - 1980	NATIONAL CONSTRUCTION CORPORATION	ASSISTANT SECRETARY