



THE TECHNICAL UNIVERSITY OF KENYA

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NAME: MS FLORENCE WANJA KAGWERU

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| Current Designation: | Senior Assistant Registrar, SCHOOL OF HOSPITALITY AND HUMAN ECOLOGY (SHHE) |
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| Consultation Hours: | 8.00 AM- 5.00 PM |



EDUCATION

| LEVEL | QUALIFICATION NAME | INSTITUTION | YEAR |
|--|---|---|------|
| Masters of Business Administration (MBA) | STRATEGIC MANAGEMENT | UNITED STATES INTERNATIONAL UNIVERSITY(Kenya) | 2010 |
| Bachelor of Education (B.Ed) | ARTS | KENYATTA UNIVERSITY(Kenya) | 2007 |
| Higher Diploma | HUMAN RESOURCE MANAGEMENT | IHRM(Kenya) | 2011 |
| Certificate | COUNSELLING | IHRM(Kenya) | 2011 |
| Short Course/ Training | MANAGEMENT DEVELOPMENT PROGRAM FOR EXECUTIVE ASSISTANTS | ESAMI-ARUSHA(Tanzania) | 2012 |
| Short Course/ Training | TRAINER OF TRAINERS | INFOMASH(Kenya) | 2011 |
| Short Course/ Training | MICROSOFT OFFICE SUITE | WISEMEN TRAINERS AND CONSULTANTS(Kenya) | 2004 |
| Short Course/ Training | PRESENTATION SKILLS, EDUCATION MEASUREMENT AND EVALUATION TOOLS | KENYA SCHOOL OF PROFESSIONAL STUDIES(Kenya) | 2004 |
| Short Course/ Training | SINGLE BUSINESS CERTIFICATES | ST MARYS COLLEGE(Kenya) | 2000 |
| O level/Equivalent | KCSE | KIRIAINI GIRLS HIGH SCHOOL(Kenya) | 1999 |

WORK EXPERIENCE

| PERIOD | INSTITUTION | POSITION |
|----------------------|---|--|
| FEB 2012 - SEP 2013 | STATE LAW OFFICE-OFFICE OF THE ATTORNEY GENERAL | PERSONAL ASSISTANT HUMAN RESOURCE DEVELOPMENT AND TRAINING |
| SEPT 2004 - DEC 2006 | WISEMEN TRAINERS AND CONSULTANTS | ACADEMIC PROGRAMS AND PERSONELL ADMINISTRATOR |
| MAY 2002 - DEC 2002 | NARED CONSULTANTS LTD | TRAINER |
| 2011 - 2011 | KEMSA | TEAM MEMBER |

PROFESSIONAL AFFILIATIONS AND SOCIETIES

| TITLE | INSTITUTION |
|------------------|--|
| ASSOCIATE MEMBER | INSTITUTE OF HUMAN RESOURCE MANAGEMENT |