

## THE TECHNICAL UNIVERSITY OF KENYA

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EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Certificate	SECRETARIAL DUTIES II	MOMBASA POLYTECHNIC(Kenya)	1980
Short Course/ Training	BASIC OCCUPATIONAL SAFETY AND HEALTH	MINISTRY OF LABOUR(Kenya)	2011
Short Course/ Training	QUALITY MANAGEMENT SYSTEMS	APEX MANAGEMENT SYSTEMS(Kenya)	2010
Short Course/ Training	CAPA CONFERENCE ON GLOBOLIZATION AND TVET IN AFRICA; CHALLENGES AND OPPORTUNITIES	COMMONWEALTH ASSOCIATION OF POLYTECHNICS IN AFRICA(South Africa)	
Short Course/ Training	CAPA INTERNATIONAL TRAINING WORKSHOP ON REFORMING AND REORIENTING TVET FOR SUSTAINABLE DEVELOPMENT	COMMONWEALTH ASSOCIATION OF POLYTECHNICS IN AFRICA(Zambia)	2006
Short Course/ Training	COMMUNICATION AND PUBLIC RELATIONS SEMINAR	THE KENYA POLYTECHNIC(Kenya)	2006
Short Course/ Training	CAPA INTERNATIONAL TRAINING WORKSHOP ON PERFORMANCE IMPROVEMENT OF POLYTECHNIC EDUCATION AND PROJECT PLANNING & MANAGEMENT	COMMONWEALTH ASSOCIATION OF POLYTECHNICS IN AFRICA(Kenya)	
Short Course/ Training	CAPA INTERNATIONAL TRAINING WORKSHOP ON LEADERSHIP AND MANAGEMENT	COMMONWEALTH ASSOCIATION OF POLYTECHNICS IN AFRICA(Kenya)	2002
Short Course/ Training	INTERNATIONAL SECRETARIAL CONFERENCE	KENYA INSTITUTE OF MANAGEMENT(Kenya)	1999
Short Course/ Training	EFFECTIVE SECRETARY SEMINAR	THE KENYA POLYTECHNIC(Kenya)	1998
O level/Equivalent	EAST AFRIAN CERTIFICATE OF EDUCATION	COAST GIRLS HIGH SCHOOL(Kenya)	1978

## WORK EXPERIENCE

PERIOD		INSTITUTION	POSITIO
01/01/1981 -	30/03/1983	MOMBASA POLYTECHNIC	TYPIST
01/04/1983 -	1990	THE KENYA POLYTECHNIC	TYPIST