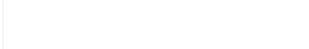


THE TECHNICAL UNIVERSITY OF KENYA

 $Haile\ Selassie\ Avenue,\ P.O.\ Box\ 52428,\ Nairobi,\ 00200,\ Tel\ +254(020)\ 343672,\ 2249974,\ 2251300,\ 341639$

Fax 2219689, Email: vc@tukenya.ac.ke, Website: www.tukenya.ac.ke



Current Designation: Assistant Secretary, CONSTRUCTION ECONOMICS AND MANAGEMENT (DCEM)

Office Telephone: +254(020) 2219929, 3341639, 3343672

Official Email: carolyne.ogutu@tukenya.ac.ke

Consultation Hours: 8AM-5PM MON - FRI



EDUCATION

LEVEL	QUALIFICATION NAME	INSTITUTION	YEAR
Certificate	SECRETARIAL STUDIES	KIANDA SECRETARIAL COLLEGE(Kenya)	1991
Certificate	KACE(A)LEVELS	TIGOI GIRLS(Kenya)	1987
Short Course/ Training	COMPUTER TRAINING,MS WORD/EXCEL AND PAGEMAKER	PROVINCIAL UNIT OF RESEARCH ANGLICAN CHURCH(Kenya)	2010
Short Course/ Training	INTRODUCTION TO AGED CARE WORK	EDUCATION TRAINING AND EMPLOYENT(Australia)	2005
O level/Equivalent	KCSE(O)LEVELS	ARYA GIRLS(Kenya)	1985

WORK EXPERIENCE

PERIOD	INSTITUTION	POSITION
2011 - To Date	Technical University of Kenya	ASSISTANT SECRETARY(SABE)
2009 - 2011	MENYA ASSOCIATES AND CERTIFIED PUBLIC ACCOUNTANTS	ADMINISTRATIVE SECRETARY
2007 - 2009	ROSSANA VIEWS	PERSONAL CARE WORKER/STAND IN ADMIN ASSISTANT
2005 - 2007	AUSTIN HOSPITAL	CARE PATIENT OBSERVER
1995 - 2005	ACK LANGUAGE SCHOOL	ADMINISTRATIVE SECRETARY/RECEPTIONIST
1992 - 1993	STANDARD CHARTERED BANK	ADMINISTRATIVE ASSISTANT