

CURRICULUM VITAE

Name Pauline Waswa
Date of Birth 30th April 1986
Marital Status Married
Address P.O BOX 1699-50200 Bungoma
E-mail Address paulinewaswa@rocketmail.com
Mobile Phone 0719431198
Citizenship Kenyan

CAREER OBJECTIVE

Achieving the best results in a challenging and demanding career.

PROFESSIONAL BACKGROUND

SANG'ALO INSTITUTE OF SCIENCE AND TECHNOLOGY

Period : Jan 2016 – Nov 2016
Course : Higher National Diploma in Secretarial Studies (KNEC)
Qualification : Pass

KITALE TECHNICAL TRAINING INSTITUTE

Period : Jan 2013 – Nov 2013
Course : Diploma in Secretarial Studies (KNEC)
Qualification : Pass

THE ELDORET POLYTECHNIC

Period : 2008 – 2010
Course : Diploma in Secretarial Studies (Stage I and II)
Qualification : Pass

EDUCATIONAL BACKGROUND

ST. MARYS SOSIO SECONDARY SCHOOL

Period : 2002 – 2005
Course : Kenya Certificate of Secondary Education
Attained : Grade C- (Minus)

CHESAMISI PRIMARY SCHOOL

Period : 1994 – 2001
Course : Kenya Certificate of Primary Education
Attained : 292 marks

WORKING EXPERIENCE

October 2015- Date : Kibabii University- Bungoma
Position : Office Administrator -School of Business and Economics

Duties

- i. Ensuring mail is received, sorted and dispatched to the various offices on a daily basis
- ii. Responding to visitors and callers promptly and courteously
- iii. Typewriting from drafts and memorandums
- iv. Ensuring security of office equipment, documents and records; and keeping them in a confidential manner
- v. Arranging room for meeting

August 2011- October 2015 : Mount Kenya University - Kitale
Position : Administrative Assistant –Office of the Deputy Director, Academic Affairs

Duties

- i. Filing and keeping confidential records
- ii. Typing memos and minutes
- iii. Receiving and attending to clients
- iv. Receiving office calls
- v. Taking minutes during meetings
- vi. Arranging or ensuring that the room is prepared for the meeting

WORKSHOPS AND SEMINARS ATTENDED

23rd October to 24th October 2018 attended Pedagogy Educational Workshop
31st March – 1st April 2016 Attended 6th Annual General Conference for Office Administrative Services Personnel
22nd June – 24th June 2016: Attended 1st Kibabii University International Conference
26th September 2013: Attended Occupational First Aid Training Course

AWARDS AND HONOURS

23rd October to 24th October 2018 Awarded Pedagogy Educational Workshop
9th September, 2016: Awarded letter of appreciation for active participation in ISO 9001:2008 implementation
4th July 2016: Awarded letter of participation as the Secretariat in the KIBU 1st International Conference
March 2016: Awarded Kenya National Secretaries Association Membership Certificate
13th June 2014: Awarded certificate of Participation in Mount Kenya University Sports
26th September 2013: Awarded Occupational First Aid Certificate

MEMBERSHIP

Member of Kenya National Secretaries Association (KENASA)

ADDITIONAL INTERESTS

Travelling, Listening to gospel music and making friends.

COMPUTER EFFICIENCY

Ms Word, Ms Excel, Ms Power point, Ms Access and Internet

ACCOMPLISHMENTS

Successfully managed to set up the School of Business and Economics, Kibabii University as the pioneer Assistant Office Administrator

QUALITIES

- I am a well-organized person
- I have high typing Speed and very accurate
- I am Trust worthy
- I am jovial and presents professional appearance and attitude at all time

REFEREES

1. Prof. Julius Maiyo
Director, Performance Contracting and Quality Assurance
Kibabii University
P.O Box 1699 – 50200
Bungoma
0721223154
2. Dr. Kadian Wanyama Wanyonyi
Dean School of Business and Economics
Kibabii University
P.O Box 1699 – 50200
Bungoma
Tel: 0721340373
3. Dr. Pamela Ochieng
Deputy Director Academic Affairs
Mount Kenya University – Kitale Campus
P. O Box 1869
Kitale
Tel: 0722577037