**CURRICULUM VITAE**

ESTHER WANJIKU KIRITU

P.O BOX 3917-01000, THIKA

Cell phone: +254713763742

Email: [estherkiritu.w@gmail.com](mailto:estherkiritu.w@gmail.com)

**PERSONAL DETAILS**

Nationality: Kenyan

Gender: Female

Religion: Christian

Languages: English, Swahili (fluently spoken and written)

**ACADEMIC QUALIFICATION**

Higher Education

Aug 2016 to Dec 2018 Mount Kenya University

Master Degree in Literature

Jan 2013 to July 2016 Mount Kenya University

Bachelor of Education

2012 May to Dec 2012 Mount Kenya University

Pre- University

Secondary Education

2008 to 2011 Gitwe Girls Secondary School

Certificate in K.C.S.E

Primary Education

1997 to 2007 River Road Primary School

Certificate in K.C.P.E

Professional Qualification

March 2012 Superhighway Training Center (Computer competency)

2011 to February 2012 SWISS e- learning institute (Marketing 2011)

**SKILLS**

* Research Skills- I have gained the research skills from my undergraduate research project. I have completed a master degree research project. The title of the Project was: A CRITICAL ANALYSIS OF GENDER STEREOTYPE IN THREE CHILDREN’S BOOKS BY MEJA MWANGI. I have also been working as a research assistant and an editor, on various academic research projects and dissertation.
* Teaching skills- I am equipped with the teaching methodology both in English and Literature. I have an experience in teaching English subject from form one to form four. I also have a certificate of the Teacher Service Commission (TSC).
* Computer Skills- I have successfully completed a computer training course. I have also been awarded a certificate on data entry by Kiambu county Government.
* Network Marketing Skills-I have acquired network marketing skills, how to relate with people, work in a team and offering services effectively.
* Leadership Skills: I have held leadership roles in different fields and this has enabled me to gain leadership skills. I have participated in various roles: as a class teacher, I pre-arranged the daily occurrence of students in order to ensure effective teaching-learning process. I was promoted to be the deputy principal, having worked hard in management of both classroom and outside learning environment. I held meetings with teaching staff, addressed parents during meetings and certified smooth running of the institution.

**WORK EXPERIENCE**

**Universal Health Care (May 2018 to July 2018)**

I was recently working as a universal health care officer, in Murang’a County. I was enrolled for a six months’ contract, after a successful completion of massive registration of new clients with NHIF in Murang’a County. I used to execute the obligation of processing claims for universal Health Care & Linda Mama, at the Murang’a County Health Facilities.

**National Hospital Insurance Fund (September to November 2017)**

I have been recently working with NHIF in Murang’a county. This was a field work exercise, that involved different duties for instance, manual registration of new members and key-in data through the NHIF online system. I interacted with Murang’a residents especially patients in Murang’a county national hospitals and I was able to solve the various challenges that came along.

**Caritas Mariana High School (January 2017 to August 2017)**

I taught in this Catholic Secondary school, as the English teacher. It is a mixed, day and boarding school. Apart from having the responsibility of teaching, I was assigned the role of the deputy principal; I dealt with the student’s affairs and monitor the progress of the students in their studies and co-curricular activities. I also prepared the form fours for their national examinations.

**Social Business Connect (SBC)-October 2016)**

I acquired skills on how to work as a professional in network marketing, how to build my own blog and how to do webhosting. I was able to create my own website, that I have set as an e-learning platform.

**Gatundu HappyTime Group of Schools (January to June 2016)**

Being the class teacher in form one class, I was assigned the role of monitoring the students and overseeing their performance both academic and non-academic. It was a challenging job where I learnt to help the learners in their weak points in the English subject on the other hand, I participated in setting the exams. I also learnt to be patient, hardworking, to follow instructions and to work with minimum supervision.

**Gatuanyaga Secondary School (September to November 2015)**

I learnt on how to prepare for lessons in advance, with the assistance of the necessary teaching documents. I developed the skill of helping learners, with their individual needs, in order for them to concentrate in studies. This was a mixed, day school but I was able to cater for the different genders while employing the classroom management.

**Data entry Kiambu County Ministry of Agriculture (December 2013)**

This was a Governmental Organization whereby I was assigned the role of entering in data to a computer thereby converting hardcopy to softcopy. I learnt how to work fast with a computer especially typing, given to meet a deadline.

**Marketing Q.net Company (December 2012**)

In Q.net Company, I learnt about interacting with people, the need to build network and the power of working as a team. I was also able to acquire some computer skills, while I was working, by purchasing products and signing in new marketers online.

**INTERESTS**

I love singing in High School I was in the Christian Union Choir and we used to perform in school events. I also sing during the Sunday services at my local church.

I like reading and criticizing different literary novels especially the African Literature. In this regard, I have attended a literature workshop in University of Nairobi where major worldwide writers had attended like Ngugi wa Thiong’o.

I like Guiding and counseling students who have various individual problems. I have counseled different learners and helped them to cope and concentrate in their studies. I was also a member of guidance and counseling club at the university.

**REFEREES**

1. Ms. Grace Wairimu Kangethe

Head of Health Insurance and Customer Service

Office of the Governor

Murang’a County Government

P.O BOX 52-01200 Murang’a, Kenya

Cell phone +254726729191 email: [kange2030@gmail.com](mailto:kange2030@gmail.com)

1. Dr. Margaret Njoki

Head of Languages Department

Mount Kenya University

School of Social Sciences

P.O BOX 342-01000 Thika, Kenya

Cell phone +254722345941 email: [mmwhia@mku.ac.ke](mailto:mmwhia@mku.ac.ke)

1. Rebecca N. Mbuki

Logistics Department

Facilities Management & Transport Section

United Nations office at Nairobi

P.O BOX 67578, 00100 Nairobi, Kenya

Cell phone +254733489432 email: +254722345941