

# CYNTHIA WANJIRU KIIRU

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## SUMMARY

I am seeking a role that allows me to continue learning and perfecting my skills as I provide highquality work from tasks assigned to me and encourage me flourish and grow as a future project manager. This is by maintaining high standards of integrity, transparency and professionalism in the field of work.

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## WORK EXPERIENCE

### Anti Counterfeit Authority- Intern

April 2024 - Present

- Help review and maintain documentation related to quality assurance processes, ensuring compliance with industry standards and regulations.
- Ensure that targets outlined in performance contracts and strategic plans are aligned with ISO standards to maintain consistency and compliance.
- Assist with administrative tasks such as scheduling meetings, taking minutes, and managing correspondence.
- Regularly monitor progress toward meeting set targets, using key performance indicators (KPIs) to assess achievement levels.
- Contribute to the preparation of reports summarizing the effectiveness of quality assurance activities and recommendations for improvements.
- Work closely with various department to ensure alignment and support for planning and quality initiatives

May 2022 - Aug 2022

### COUNTY GOVERNMENT OF NAKURU

- Preparation of bill of Quantities for county projects involving detailed measurement and itemization of all materials, labour and cost required for construction or renovation works.
  - Office documentation and files management.
  - Assisted in site supervision and confirmation of site materials by overseeing construction activities to ensure compliance with project specifications, safety standards and timelines.
  - Attended site and stakeholder meetings before and during project implementation which was essential for effective communication and coordination among all stakeholders involved in the project.
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## EDUCATION

### ●JKUATES

Monitoring and Evaluation Certification

Apr 2024- May 2024

- **Jomo Kenyatta University of Agriculture and Technology**  
BSc. Project Management

Sep 2019- Dec 2024

### ● Nyandarua High School

Kenya Certificate of Secondary Education  
B-

Jan 2015- Nov 2018

## ADDITIONAL INFORMATION

- **Technical Skills:** Project Management softwares, Google Suites, Ms Office
- **Languages:** English, Kiswahili
- **Certifications:** Monitoring and Evaluation
- **Awards/Activities:** Sports, Received the “ Captain of the Year Award- Hockey Category” during my tenure as a JKUAT Hockey Team Captain

## Referees

### 1.BEATRICE WANJIKU MWANGI

Manager at Ernst & Young LLP  
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### 2.DR. PHILIP OYIER

Senior lecturer/ Coordinator  
School of Computing and IT  
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