

SUSAN WAMBUI NGATIA

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PROFESSIONAL PROFILE

Self-motivated and enthusiastic project manager with proven skills in teamwork, excellent communication skills, and well-versed in research and project management. I have knowledge and experience in handling a diverse range of matters including project life cycle management, determining project scope, project evaluation, team building skills, and resource management. As a patient and effective communicator, with outstanding interpersonal skills, I have high integrity and the desire to be part of a team working toward collaborative goals. Seeking an opportunity to add value within a new group, project, or organization.

EDUCATION

2023: Data Analytics, **African Leadership X(ALX), Ongoing**

2022: Bachelor of Science Project Management, **Jomo Kenyatta University of Agriculture and Technology (JKUAT)**

2017: Kenya Certificate of Secondary Education, **Nakuru Girls High School**

Additional Training:

- Certificate in Computer Proficiency (2018)
- Prince 2 Project Management Certification

KEY SKILLS AND COMPETENCIES

Project management | Risk analysis | Change management | Project budgeting and Cost controls | Quality Assurance| Labor Law| Company Law |Business Law| Conflict Management | Team Management & Leadership | Excellent Communication & Interpersonal Skills | Report Writing & Presentation | Computer Proficiency | Proposal Writing| Bilingual: English, Swahili |Communication |Strategic Planning

PROFESSIONAL WORK EXPERIENCE

Administrator

January 2020- Present

Bosco General Contractors and Engineers

Key Responsibilities:

- Managing and maintaining systems in the departments.
- Scheduling meetings and organizing calendars.
- Responding to inquiries and sending emails, faxes, and emails.
- Creating reports and presentations.
- Compiling procedure manuals

Project Manager

February 2021- May 2021

Ivolve Construction Company Limited

Key Responsibilities:

- Planning and developing the project idea.
- Leading the project team
- Evaluating the project performance.
- Ensuring stakeholder satisfaction.
- Monitoring project progress.
- Executing project activities.
- Directing the team to achieve a common goal.
- Delegating work effectively.
- Managing deployment deliverables.

- Conducting meetings.
- Managing documentation and reports.
- Coordinating with clients

Research Assistant, Enumerator, and Data Analyst

June 2020-November 2020

World Food Programme

Key Responsibilities:

- Conducting research on the World Food Programme initiatives in Nairobi, Kenya, and reporting the findings.
- Preparing questions to ask the beneficiaries, collecting information, and summarizing the results for presentation.
- Attending project meetings and preparing progress reports.

COMMUNITY SERVICE & INTERESTS

Community Service:

- Volunteer mentor at Napasta Heimen Children's Home

Professional Interests: Global Project Management |Monitoring and Evaluation |International Project Financing |Stakeholder Engagement |Communication Management |Quality Planning| Data Analysis

Personal Interests: Reading, Swimming, Writing, and Hiking

REFEREES

Dr. Anaya Senelwa Ph.D. – Lecturer, School of Business and Entrepreneurship, JKUAT, Nairobi, Kenya

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Nicholas Mweresa – Programme Policy Officer, World Food Programme, Nairobi, Kenya

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