



LANCE KINYUA

Human Resource Manager



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PERSONAL STATEMENT

I would devote myself to work in an environment where I can fully utilize my skills and competencies, produce results and facilitate personal and organizational growth. With a background in Human Resource Management, I am well equipped with knowledge and skills in conflict resolution, recruitment and selection, training and development, motivation, compensation, leadership communication and decision-making.

I am also open-minded, innovative and always eager to learn new things.

EDUCATION

May 2024 – July 2024 | Kenya

Industrial Training Institute

Course : Information and
Communications Technology (ICT)

2019–2023 | Moi University, Eldoret

Award : Bachelor of Science in Human
Resource Management

**March 2019 | Adept College of
Professional Studies**

Award : Certificate in Computer
Applications

2015-2018 | Menengai High School

Award : Kenya Certificate of Secondary
Education – KCSE

WORK EXPERIENCE

Enumerator | October 2024-November 2024

Ministry of Labour and Social Protection

- Visited households and homesteads that were vulnerable in the society to collect their data for future social and economic inclusion.
- Visited addresses, collected data from people and ensured data collected is completely accurate.
- Conducted research to determine and prepare the most effective travel routes across the assigned area.
- Introduced self to resident and displayed government issued ID to promote confidentiality and trust.

Clerk | August 2022

Independent Electoral and Boundaries Commission

- Worked to ensure the election process was conducted in a free and fair manner to all citizens.
- Guided voters on how to go about with the process of casting votes.
- Helped in counting of votes after the voting process was over.

KEY SKILLS

- Expert organisational skills
- Excellent communication skills
- Team work
- Time management
- Excellent interpersonal skills
- Conflict resolution and problem solving skills
- Industrious

INTERESTS

- Computer competency
- Coding
- Enjoy socialising with people

LEADERSHIP

- Was an active member of Human Resource Management Student Association Student Panel (2021 - 2023) Moi University.
- Class representative for ICT class at KITI.
- Media team leader at Deliverance Church Ndege

Intern | May 2022-July 2022

County Government of Nakuru

- I helped in computing personnel expenditure for each month for our department in the county Government.
- I assisted my supervisor in typing internal memos and official letters to other offices.
- Assisted employees in calculating number of off-days and filling their return date.
- I was tasked with filling daily records of casual workers as they reported to the workplace.
- Helped in filling workers paperwork and keeping their files in order.

REFEREES

1. MS. VIOLA YEGO
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