

CURRICULUM VITAE

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PERSONAL PROFILE

I am a dynamic project management graduate with over four years of experience delivering impactful projects in healthcare, gender-based violence, and mental health. Recently, I have ventured into web development, learning HTML, CSS, and SQL to broaden my skill set. I am passionate about combining my project management expertise with technology to create innovative solutions that positively impact communities. My goals are to provide reliable project support and innovative approaches for both organizational and personal growth, while continuously contributing to tech-driven projects.

WORK EXPERINCE

J&C Led Power and Supply - January 2023 to date

Position: Relationship Executive

Responsibilities

- Developing and executing sales strategy aligned with the company's overall goals and objectives.
- Creating sales plans, setting targets and establishing sales quotas for the sales team.
- Leading and managing the sales team, including hiring, training, and performance evaluation.
- Accurately forecasting sales revenues and monitoring progress toward targets
- Overseeing all sales activities, processes, and operations to ensure efficiency and effectiveness.
- Analyzing market trends, competitor activity, and customer needs to inform sales strategies.
- Building and maintaining strong relationships with key customers and stakeholders.

Kenya Red Cross Society - June 2022 - Present

Position: South Rift Region Youth Delegate

Key Responsibilities

- Representing the youths from the South Rift Region and presenting their matters at the annual Kenya Red Cross Society general assembly meetings at the head office.
- Advocating for the needs and interests of the youth in regional and national forums.
- Collaborating with other youth delegates and stakeholders to implement youth-focused initiatives.
- Planning, coordinating, and implementing humanitarian projects and programs.
- Overseeing project budgets, timelines, and resources.
- Mobilizing and engaging youth volunteers in various activities and campaigns

Mid-Rift Human Rights Network, Nakuru - May 2021 to January 2022

Position: Assistant Project Officer (Intern)

Key Responsibilities

- Raised awareness about peace, mental health, security and human rights issues among youth and the broader community.
- Advocated for policy changes and promote human rights principles through campaigns and initiatives.
- Diligently tracked and reported on project progress, providing accurate and timely updates to project stakeholders, contributing to informed decision-making and proactive project Management
- Fostered cross-departmental collaboration by actively engaging with different teams, ensuring seamless coordination and cooperation to facilitate the timely completion of projects.
- Monitored project performance, employing analytical skills to assess the achievement of short and long-term goals, identifying areas for improvement, and implementing necessary adjustments.

Youths for Green Action Kenya, Nakuru - September 2020 to January 2023

Position: Programmes Lead

Key Responsibilities

- Developed and implemented strategic programs aimed at promoting environmental sustainability and youth engagement, effectively driving positive change in the community.
- Collaborated with team members to design and execute various initiatives, such as awareness campaigns, tree planting projects, waste management programs, and sustainable agriculture projects.
- Oversaw the planning and execution of program activities, ensuring adherence to timelines, budgets, and desired outcomes.
- Coordinated with external partners, stakeholders, and volunteers to maximize program impact and foster strong community engagement in program performance, utilizing data and feedback to assess effectiveness, identify areas for improvement, and report on outcomes.
- Provided guidance and support to team members and volunteers, fostering a collaborative and productive work environment.

Kenya Red Cross Society, Nakuru - March 2020 to April 2021

Position: Assistant Volunteer Project Officer - MasterCard Foundation COVID-19 Resilience & Recovery Program

Key Responsibilities

- Working in consultation with the Covid-19 project Officer as well as with VDCs (Village Development Committees), community leaders and groups to assist in the implementation COVID-19 response related project activities according to the work plan.
- Assisting with the monitoring of the project activities and outputs to ensure accountability and achievement of outcomes.
- Close supervision and involvement of the communities in all stages of the project activity implementation, ensuring that lessons learnt are considered in future planning.
- Assisting in preparing and dissemination of key lessons to appropriate stakeholders (community leader, women group leader, teacher, wash committees and CHP).

- Conducting key-informant interviews in the communities to collect raw data useful for projects implantation.
- Preparing weekly activity reports and support in developing success stories

EDUCATION AND TRAINING

Power Learning Project -August 2024 to date
Software Engineering

Jomo Kenyatta University of Science and Technology January 2023 to April 2023 -
Certificate in Monitoring and evaluation

Kenya School of TVET - 2017 to 2021
Diploma in Project Management

FPEK Institute – 2016 to 2017
Certificate in Computer Packages

CERTIFICATION

- Occupational First Aid Training - Kenya Red Cross Society
- Disaster Management Training (DMT) – Kenya Red Cross Society
- Fire Safety and Emergency Evacuation Training - Kenya Red Cross Society
- Risk Communication and Community Engagement – Kenya Red Cross Society

REFEREES

Available upon request

