

# **Cindy Jelagat Kaimor**

Project Manager

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## **SUMMARY**

I am a motivated and detail-oriented Project Manager with a strong background in planning, executing, and delivering projects on time and within scope. Skilled in resource allocation, planning and budgeting, stakeholder coordination, and process optimization to drive efficiency and achieve business goals. I am passionate about leading teams to success through clear communication and strategic problem-solving.

## **Work Experience**

### **Project Manager**

May 2020- Present

#### **JHUB Africa**

- Coordinated and supported the development of project proposals and concept notes for health, climate adaptation, and agricultural initiatives.
- Managed timelines and tasks to keep projects on track and aligned with goals.
- Communicated effectively with stakeholders, funders, and team members to foster collaboration and progress.
- Played a key role in organizing meetings, workshops, and hackathons to showcase innovations and explore partnerships.
- Contributed to strengthening JHUB Africa's operations through careful planning, clear communication, and strong organizational skills.

### **Volunteer -People Operations Manager**

January 2024-April 2025

#### *Culturelligence*

- Collaborated with other team members from different function to extend operations support and work on diverse projects.
- Build content and reports based on the research and have debriefing sessions with the leadership team
- Participated in internal implementation of new processes & practices.
- I work in recruitment and onboarding of new hires.

**Associate Project Manager**

Feb 2025 – March 2025

*Excelerate*

- I worked as a Project Lead in planning a global hackathon. This project equipped me with skills in planning, project coordination, resource allocation, task prioritization, and stakeholder communication.

**Project Manager- Attaché**

Sep 2022 – Sep 2023

*Lucy Thuo Accounting Firm*

- Managed project budgets, allocating resources effectively to avoid overspending.
- Wrote detailed reports and business plans.
- I gained skills in data entry and operation of accounting systems.
- Fostered positive relationships with clients through transparent communication and timely updates.
- Did Inventory management and contract management.
- Negotiated contracts with vendors and suppliers to secure necessary resources at competitive rates.

**Core Skills**

Listening, Effective Communication and Interpersonal skills, Time Management, Collaboration and Team work, Problem solving, Critical and Strategic Thinking, Risk Management and mitigation, Agile Project Management

**Education****Jomo Kenyatta University of Agriculture and Technology**

Sep 2020 - Jun 2025

**Bachelor of Science Project Management****Certificates****CIPIT's Data Protection Course - Strathmore University-Centre of Intellectual Property and Information Technology Law (CIPIT)**

**Coursera - IBM Project Manager Professional Certificate**

**Robben Institute – Transit Virtual Support**

**Diploma in Environment Health and Safety Management – UniAthena (Athena Global Education)**

**Referees**

Lucy Thuo – Lucy Thuo Accounting Firm (LTAF)

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Mr. Samson Ochieng Opap – Lecturer at Jomo Kenyatta University of Agriculture and Technology

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