

# Linet Ambaisi

## Researcher/Project Manager

A motivated, adaptable and responsible Wildlife Management graduate passionate about conservation and has worked as a bats project assistant a position that helps me utilize the professional and technical skills developed through the past work experiences in the research realm. I have a methodological approach to work and a strong drive to see things through completion.

### Skills and Competencies

- Experienced in drafting questionnaires and reports with clarity and professionalism.
- Adept at prioritizing tasks, meeting deadlines, and effectively managing time.
- Ability to handle multiple responsibilities simultaneously without compromising quality.
- Highly flexible, organized and skilled at handling multiple tasks and managing priorities in changing, fast-paced environments.
- Proficiency in computer applications and reservation systems.
- Strong organizational abilities with keen attention to detail.
- Astute communicator with good writing, reading and presentation skills in English and Swahili.
- Proven experience in training and development.
- Strong understanding of sales and marketing principles and practices.

### Work Experience

**Angaza Vijiji: Project Coordinator and Gender Liaison Officer**                      **January 2023 – Current**

- Scheduling and organizing meetings to discuss project progress.
- Ensuring maximum representation of women and youths in project activities.

### Contact Information

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### Education Background

**BSc. in Wildlife Management**

Maasai Mara University

August 2010 - April 2014

Second Class Honors (Upper Division)

*Research Paper: Land degradation in Ololulung'a town and its environs.*

**Kenya Certificate of Secondary Education**

St Mary's Mumias Girls High School

2005 – 2008

### Areas of Expertise

Training and Development

Field Research

Resource Mobilization

Research Writing and Publications

Project Management

Data Collection & Management

Front Office Administration

Sales & Marketing

Business Administration

- Organizing project schedule and budget
- Keeping detailed project records at every stage that include summary progress reports
- Fundraising for organizational goals and activities.
- Mentoring new staff and volunteers
- Responsible for ensuring achievement of project strategic goals and meeting of established standards
- Organizing and managing timely project monitoring, evaluation and learning functions.
- Identify project needs and lead strategy development to meet identified needs.
- Conduct prior studies, prepare reports, project plans and maintain project records and advise departments on plans and progress.

**Project Assistant; Angaza Vijiji CBO**  
Jan 2020 to Dec 2022

- Educating communities on the importance of conservation of nature.
- Building community connectedness, communication and resilience related to nature conservation efforts.
- Collecting and analyzing data relating to the natural world by members of the general public.

**Receptionist; 24 Resort, Eldoret**  
June - November 2019

- Ensured the front desk area is well-organized and presentable.
- Greeted and assisted visitors in a professional and friendly manner.
- Utilized computer programs for various tasks, including check-ins, check-outs, and reservations.
- Managed incoming calls on a multiline phone system promptly and professionally.
- Maintained accurate and up-to-date guest records.
- Safeguarded sensitive guest information in accordance with privacy policies.

**Personal Values**

- Proven leadership skills and ability to motivate.
- Smart listening, smart thinking, patience, as well as resilience
- Accustomed to operating under minimal supervision.
- Proficient at working in a team as well as independently.
- Smart, enthusiastic with a positive attitude.
- Dynamic, self-motivated, highly flexible
- Ability to manage multiple tasks, priorities and deadlines.

**Conservation Leadership Programme (CLP) Awardee Year 2022**

*Project Title: Saving the Hildegard's Tomb Bat from local persecution due to association with the Covid – 19 Pandemic, in Watamu Sub- County, Kilifi County – Kenya.*

**Tourism Recovery Programme (TRP)**  
August 2021 - January 2022

**Rufford Small Grants Awardee**

(Funded by The Rufford Foundation)  
April 2021 - April 2022

*Project Title: Eidolon helvum Conservation through Enhanced Citizen Science in Schools in Vihiga County, Kenya*

**Research Assistant; USAID  
2017**

- Ecological inventory activities of conservancies around Maasai Mara Game Reserve (Siana, Pardamat and Lemek conservancies)
- Mapping the conservancies (Application of geospatial and remote sensing techniques)
- Identifying and recording animal and plant species in the conservancies.
- Administering questionnaires to the communities living within and outside the conservancies.

**Trainer and Sales & Marketing Specialist; Pitchface  
Marketing Division (PMD) Naivasha 2016**

- Developed and delivered comprehensive training programs for the sales and marketing team.
- Conducted training sessions on product knowledge, sales techniques, and marketing strategies.
- Evaluated the effectiveness of training programs and adjust content as needed.
- Fostered a culture of continuous learning and development within the team.
- Collaborated with the sales and marketing teams to understand business objectives and develop targeted strategies.
- Executed sales and marketing plans to achieve and exceed set targets.
- Identified new business opportunities and contributed to the growth of the division.
- Built and maintained strong relationships with clients, partners, and stakeholders.

**Research Assistant; African Wildlife Foundation  
2016**

- Inventory activities of the conservancies around Amboseli National Park
- Geographical Information Systems and Remote Sensing based research.

**Computer Proficiency**

QuickBooks	Excellent
CRM	Excellent
MS Excel	Excellent
MS Word	Excellent
MS Outlook	Excellent
MS PowerPoint	Excellent
MS Publisher	Excellent

**Language Proficiency**

**English**

Reading, Writing and Speaking

**Swahili**

Reading, Writing and Speaking

**Seminars & Workshops**

Presented at the Afripopo Student Symposium endorsed by Bats Without Borders.  
June 2022

Research Workshop Sponsored by AUTHORAID  
Kisii University  
June 2015

Inter-University Exhibition  
Masinde Muliro University of Science and Technology  
Academic Year 2010 - 2011

**Intern; Farm View Hotel Limited  
May to August 2014**

- Assisted in the front desk operations, including guest check-ins and check-outs.
- Supported the reservations and booking processes.
- Engaging in customer service, addressing guest inquiries and resolving issues promptly.
- Contributed to the planning and execution of events and special occasions hosted at the hotel.
- Gained exposure to food and beverage services, assisting in restaurant and banquet operations.
- Participated in training sessions to enhance skills in hospitality management.

**Attachment; Hells Gate National Park (Kenya Wildlife Service)  
May - August 2013**

- Wildlife/environmental Conservation Education outreach programmes to various schools and communities around the park.
- Problematic animals' control (Human-wildlife conflict) within the park, at the ranches and sanctuaries.
- Wildlife research and data entry.
- Monitoring status of wild animals (patrols) and the ecological status of the plant species.
- Radio-communication activities.

**Publication**

<https://www.rufford.org/projects/josephine-ambaisi/aidolon-helvum-conservation-through-enhanced-citizen-science-schools-vihiga-county-kenya/>

**Referees**

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