

CONTACT

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OBJECTIVE

Driven communications and environmental professional with over five years of experience in project administration, technical cooperation, and strategic communication. Proven expertise in engaging with decision-makers, managing digital communication channels, and supporting environmental initiatives. Currently supporting global environmental communication strategies at UNDP under the Capacity for Disaster Reduction Initiative (CADRI). Committed to sustainability and impactful storytelling, seeking to leverage my skills and experience to drive meaningful change in a dynamic, mission-driven organization.

EXPERIENCE

March 2025 -
Current

- **UN Development Programme**
Communications and Graphics Design Assistant
 - Designed and produced communication materials, including bulletins, reports, presentations, and promotional content, aligned with CADRI's branding and strategic objectives.
 - Developed engaging content for the CADRI website and social media platforms, supporting campaigns on disaster risk reduction and resilience building.
 - Created infographics, videos, and digital assets to enhance the visibility of global advocacy events and key CADRI initiatives.
 - Supported the drafting, editing, and proofreading of communication products, ensuring clarity, consistency, and accuracy.
 - Contributed to internal newsletters and external publications to showcase CADRI's work and impact.
 - Liaised with communication focal points from CADRI partner organizations to harmonize messaging and amplify joint campaigns.
 - Assisted in monitoring and reporting on communication activities, including social media analytics and website performance.

May 2024 -
December 2024

- **UN Environment Programme**
Communications and Design Assistant
 - Supported a wide range of communication and outreach needs and content development such as video script writing for public service announcements, web stories, website content management and updates, and social media text.
 - Supported development and design of digital and traditional multimedia communications assets, utilizing graphic design and other software as needed.
 - Prepared recommendations for events, newsletter and product content to showcase stories and portfolio impacts.
 - Supported social media planning/strategy and execution and, in consultation with the GFCR Global Team, supported development and dissemination of content, including visual assets such as social media cards, through media and networks.
 - Composed visual assets, including fact-sheets, presentations, data visualizations, and info graphics, for internal and external use as needed.
 - Liaised with service providers and creative partners.
 - Undertook desktop research and support the development of concept notes.
 - Editing quality control for communication products.

December 2016 -
Current

- **Rotary Club of Nakuru TGRV**
Volunteer- Community Outreach and Development
 - Participated in the donation of books to local schools, contributing to enhanced educational resources for 1,500 students.
 - Collaborated with a team to organize and implement feeding programs in 2

schools, ensuring students had access to nutritious meals.

- Played a pivotal role in the establishment of a borehole to provide clean and reliable water to the community and 3 local schools.
- Contributed to the Water, Sanitation, and Hygiene (WASH) program, actively participating in planning and executing community training initiatives.
- Engaged with community members to raise awareness about proper sanitation practices and promote overall hygiene.
- Demonstrated effective teamwork, communication, and problem-solving skills to achieve project goals.
- Made a positive impact on the community's well-being through active involvement in multiple development projects

December 2019 -
May 2024

- **Likumu Maesa Investments**

Communications Assistant

- Conducted thorough assessments to quantify the impact of company activities on the environment and community, resulting in 23% reduction in environmental footprint and 80% improvement in community relations.
- Developed a comprehensive database of past, present & future CSR activities and financial reports hence building my already present computer software know-how
- Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, and book-keeping.
- Handled the tasks of providing executive-level administrative support to the Foundation Manager by managing day to day operational and administrative activities being the liaison point between the Manager and the Head of Departments, organizing the flow of work, prioritizing incoming requests, maintaining the Managers' complex calendar of appointments with CSR initiative beneficiaries and partners and following up to ensure timely responses.
- Coordinating, planning and executing all events pertaining to the foundation office; by making necessary arrangements for the meetings and compiling and distributing background documentation.
- Attending all the meetings chaired by the Foundation office manager; creating the agenda for the meetings in advance, carrying out background research and gathering information, and ensuring all invited parties attended and took minutes.

July 2023 - May
2024

- **Homecare International**

Volunteer-Logistics and Warehousing Coordinator

- Spearheaded logistics and warehousing operations for a food donation campaign in Korr, Marsabit, orchestrating the efficient movement and storage of resources, ensuring timely deliveries.
- Managed the end-to-end process of storing, sorting, and distributing donated food items, guaranteeing their efficient allocation and benefiting 150 recipients.
- Collaborated with a team of volunteers to plan and execute the campaign, successfully reaching beneficiaries
- Oversaw inventory management, ensuring accurate records of incoming and outgoing items.
- Implemented stringent safety and hygiene protocols to uphold the quality of donated food items throughout the campaign, ensuring 98% compliance with food safety standards.
- Played a key role in fostering positive relationships with local community members and stakeholders.
- Contributed to the overall success of the campaign, providing essential support to those in need

August 2023 -
November 2023

- **UN Volunteers Maghreb**

Online Volunteer

- Researched and Identified Initiatives local and international volunteering initiatives, NGOs, and community organizations that have been involved in disaster relief efforts in Marrakech, Morocco, along with relevant human interest stories featuring the identified initiatives' volunteers and their contributions. This includes initiatives focused on providing food, shelter, medical aid, search, rescue and other essential services.

- Compiled Information: Gathered detailed information about each identified initiative, including their name, contact information, location, mission, services provided, and any specific earthquake-related projects they are working on.
- Identify articles, human interest stories, social media posts or other online materials published about the identified organizations, which provide information about their activities in response to the floods and about the human impact.
- Verified Credibility and cross checked information: Ensured the legitimacy of each initiative by cross-referencing their information with credible sources and cross checked collected information.
- Created a Database: Organized the collected data into a well-structured database or spreadsheet, making it easily accessible and navigable.
- Reported Findings: Provided weekly progress updates to UNV Maghreb, detailing the number of initiatives identified and reporting any challenges encountered during the research process.

February 2018 -
May 2018

- **Nakuru County Government**
Intern
 - Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, and book-keeping, improving on my listening, organization, time management, resourcefulness and detail orientation skills.
 - Handled the tasks of providing executive-level administrative support to the manager, office of the governor by managing day to day operational and administrative activities.
 - Undertook efficient management of the office calendar, appointments and schedules, including monitoring and managing their daily program, providing support in preparing briefing documents, papers and letters when required.
 - Organizing and managing the administrative work of the office including establishing internal procedures and tracking systems for correspondence and documents

EDUCATION

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| 2025 | <ul style="list-style-type: none"> • AGNES Africa
Climate Governance,Diplomacy and Negotiations Leadership Programme |
| 2019 | <ul style="list-style-type: none"> • Jomo Kenyatta University of Agriculture and Technology
Strategic Management
Second Class Upper |
| 2022 | <ul style="list-style-type: none"> • Moringa School
Software Development |
| 2021 | <ul style="list-style-type: none"> • Goethe Institute
German A1
92 |
| 2015 | <ul style="list-style-type: none"> • African Institute of Technology
Computer Proficiency
Pass |
| 2014 | <ul style="list-style-type: none"> • Moi Forces Academy
Kenya Certificate of Secondary Education
B |

SKILLS

- Communication Strategy •Project Management •Monitoring and Evaluation
- Digital Communication •Office 365 •NPM. •GIT. •Bootstrap. •Research •UNIX Command Line. •Jira •Agile Development. •Clickup •Figma. •Quantitative and analytical

PROJECTS

- <https://github.com/Paullete>
My GitHub link with several projects.
Tools: JavaScript, Python and Typescript,HTML,CSS

REFERENCE

- **Lisa Rolls - UN Environment Programme**
Public Information Officer
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- **Lydia Okumu - Likumu Maesa Investments**
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- **George Ogombe - Rotary Club of Nakuru TGRV**
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