

# JENNIFER KAVATA

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## PROFESSIONAL SUMMARY

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Passionate and driven change maker dedicated to uplifting communities through participatory development initiatives and amplifying marginalized voices and fostering equitable access to resources. Committed to ethical community engagement practices rooted in trust and mutual understanding. Eager to leverage my multidisciplinary background to co-create sustainable, community-led solutions.

## EXPERIENCE

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### NAIROBI CITY COUNTY

Nairobi, Kenya

#### Community Development Attachee

05/2023 - 07/2023

- Organized and coordinated community activities, linking communities to resources, and conducting training and capacity-building workshops.
- Compiled weekly reports, conducted follow-ups on community development projects, and monitored and evaluated group progress.
- Managed office tasks and attended to clients, ensuring effective communication and support.

## SKILLS

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|--------------------------------------------------------|------------------------|
| • Computer Packages(Ms Word, Ms Excel & Ms Powerpoint) | • Attention to details |
| • Strong problem solving skills                        | • Creative thinking    |
|                                                        | • Communication skills |

## EDUCATION

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### THE CO-OPERATIVE UNIVERSITY OF KENYA(CUK)

Nairobi, Kenya

Bachelor of Community Development

2020 - 2024

Anticipated GPA: Second Class Honors (Upper Division)

### MISUUNI HIGH SCHOOL

Makueni, Kenya

High School

2016 - 2019

GPA: C+

## ACHIEVEMENTS AND AWARDS

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### Shining hope for communities

08/2023 - 09/2023

Awarded certificate of participation for mental health and employability

## REFERENCES

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Dr. Joseph Misati  
CoD Cooperatives and Environmental Management  
The Co-operative University of Kenya  
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Esther Wanjiru,  
Community Development Officer  
Nairobi City County  
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