

CURRICULUM VITAE

PERSONAL INFORMATION

NAME	JEANMARIE GLENN
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DATE OF BIRTH	26 th JUNE 2000
MARITAL STATUS	SINGLE
NATIONALITY	KENYAN
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OBJECTIVES

To contribute strong managerial and customer service skills to the company as an organization in a given capacity.

To participate in the strategic planning by formulating mission and vision statements and oversee the implementation especially at the business and functional level.

To be one of the most outstanding employees by going an extra mile for the benefit of the company.

To be a strategic thinker and a creative problem solver capable of anticipating and taking initiatives while possessing sound planning and organizational capabilities.

SUMMARY OF SKILLS

Customer service skills

Negotiating and influencing skills

Time management

Team player

SUMMARY OF QUALIFICATIONS

Excellent communication and customer relation skills.

Excellent proactive attitude to work.

Proven track record in delivering quality leadership skills.

Uncommon ability to set an appropriate image and role model that represents the image and work style that is reflective of the company's mission and vision.

Profound ability to accept training and acquire new skills from the current and new employees in order to perform efficiently and effectively.

Excellent drawing in **AutoCAD, ArchiCAD and computer aided design**, affluent in **Microsoft Word, Microsoft Access and Microsoft Excel**.

EDUCATION BACKGROUND

January to March 2023

Pursued a short course in computer aided design (AutoCAD, ArchiCAD and various computer aided designs) for certification.

January 2018 to July 2022:

Pursued Diploma in Electrical and Electronics engineering in the Institute of Energy Studies and Research (IESR Kenya Power) relevant units include: communication and business skills, mechanical and electrical engineering, power generation and distribution, digital and analogue electronics, mathematics and calculus and materials and processes.

2013 to 2017

Attended Ofafa Jericho High school. (KCSE, Grade C plain)

2004 to 2012

Attended primary school in Fields of Life Academy. (KCPE, 364 marks)

WORK EXPERIENCE

July – December 2020:

Worked at Kenya Power Training Institute

Duties carried out:

- ✓ Repairing faulty lines and electrical equipment
- ✓ Replacing and repairing faulty transformers
- ✓ Revenue collection (meter reading and inspection)
- ✓ Replacing broken electric poles

September – December 2022:

Internship at Kenya Power and Lighting Company

Duties carried out:

- ✓ Drawing power lines
- ✓ Overseeing construction of the drawings on the ground.

May 2023 till date:

Casual worker at Kenya Power and Lighting Company, back office quality control team undertaking a projected done by NYS and KPLC in mapping customer meters and national feeders to the Kenya Power system and database for effective billing and revenue collection.