

SUSAN KATHONI KARIUKI

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RUAI, NAIROBI

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• **PERSONAL DETAILS**

LinkedIn	Susan Kathoni
Sex	Female
Religion	Christian
Nationality	Kenyan
Date of birth	12 th May 1994
Marital status	Single

CAREER OBJECTIVES

To apply the knowledge acquired in both related and unrelated fields in an organization that allows growth, and learn more as part of a team that will achieve the organization's objectives.

SKILLS AND COMPETENCIES

• **Computer support skills**

Conversant with the windows operating systems and software development.

• **Analytical and observational skills**

Due to the nature of my course I have developed good observation and analytical skills that I believe are essential in solving problems in various fields.

• **Excellent interpersonal communication and relationship building skills**

Listening attentively, communicate persuasively and follow diligently. These have assisted me become competent in handling complains, acquire customers, public speaking among other competencies.

• **Personal mastery skills**

Highly motivated, diligent and moral person who can work with minimum or no supervision.

EDUCATION

AUG. 2020- JAN.2021 MORINGA SCHOOL

Software Development

SEP. 2013- AUG. 2016 EGERTON UNIVERSITY NAIROBI CAMPUS, NAIROBI COUNTY

Bachelors Degree in Education, June 2017

JAN. 2009- NOV. 2012	KABARE GIRLS' HIGH SCHOOL, KIRINYAGA COUNTY Kenya Certificate of Secondary Education, attained C+
JAN. 2006- NOV. 2008	KABARE GIRLS' PRIMARY BOARDING, KIRINYAGA COUNTY Kenya Certificate of Primary Education, attained 387 marks
JAN. 2000- NOV. 2005	EL-SHADDAI JUNIOR ACADEMY, UTAWALA, NAIROBI COUNTY Primary Education

TRAINING

JUNE. 2016- JUNE 2016	EGERTON UNIVERSITY NAIROBI CAMPUS, NAIROBI COUNTY Disability Mainstreaming Workshop by Mr. Oyugi
JAN. 2016- APRIL 2016	MUA HILLS GIRLS' HIGH SCHOOL, MACHAKOS COUNTY Teaching Practice (intern), BED (Eng. / Lit)

WORK EXPERIENCE

- Worked as an internship teacher at Mua Hills Girls' High School in Machakos County. My teaching internship experience assisted me in honing my interpersonal skills and respond to the various tasks a vibrant environment brings. Through teamwork, we worked hand in hand to improve the performance of the school. Also participated in building a good relationship between the teaching and non-teaching staff and the neighbouring community and sell a reputable school brand to all stakeholders.
- Worked as a co-administrator and project manager of a self- employed small business food business. Managed and gave directives to the cook who also collected and gave back balance to our customers and ensured the smooth running of operations at the small food kiosk.
- Taught in St. Peter's Girls' School in Machakos county. My teaching experience has in a long way aided in my personal growth and satisfaction as it has provided me with an opportunity to nurture, guide and lead students to achieve the best they can for themselves. In my position as the class teacher, discipline teacher and director of studies I have been able to incorporate my skills and strengths into modern teaching and learning methods.

These experiences have created me into an individual who can comfortably work efficiently without supervision. They have also enabled me to have the ability to work in a multicultural environment with all ages.

HOBBIES

- Writing

- Cycling
- Reading
- Drawing
- Travelling

INTERESTS

- Entrepreneurship
- Doing films and Theatre
- Leadership

REFERENCES

1. Reverend Felix Ndirangu
ndirangunyingi@gmail.com
P. O. Box 258-00520 Ruai, Nairobi.
Mobile no. : 0721831786.
2. Mrs. Ruth Maina
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