

CURRICULUM VITAE

BIODATA

NAME : Dr. WAMITU SUSAN NJERI
MARITAL STATUS : MARRIED
PRESENT POST : ASSISTANT LECTURER
SALARY : KSH 120,000
CITIZENSHIP : KENYAN
LANGUAGES : ENGLISH, KISWAHILI, KIKUYU, KIKAMBA
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PROFILE

PhD at Dedan Kimathi University College of Technology (Strategic Management). MBA (Strategic Management) from Kenya Methodist University. A Bachelor's degree in Economics and Sociology (BA Hons) from University of Nairobi. A Postgraduate Diploma in education in Business Studies and Social Ethics from Kenyatta University. Higher diploma in Psychological Counseling (KIPC) and computer application course (Sterling Computers) - 21 years of teaching: **6 years** lecturing experience, **12 years** as the Head of Department in secondary school, 6 years' experience in publishing School Magazine, **12 years** as student counselor, **17 years** as Kenya National Examinations Council examiner. In KEMU: Examination Officer, Postgraduate Coordinator, Academic Research & Development, Undergraduate co-coordinator academics & Management Research Projects, coordination of business seminars and practicum), I can comfortably lecture the following units: Business Studies, Human Resource Management, Strategic Management, Total Quality Management, Organizational Behavior, Business Values and Ethics, Corporate Social Responsibility, Principles and Practices of Management, Consultancy, Research Methods, Behavioral Science, Industrial Management, international business management, Governance and Ethics, leadership and leadership theories, leadership and organizational behavior, production and operations management, stores and inventory management, fundamentals of entrepreneurship etc.

CAREER OBJECTIVE

To maintain dynamism in acquisition of knowledge, skills and experience so as to gain confidence and competitiveness in duty performance.

EDUCATION BACKGROUND: SCHOOLS AND COLLEGES ATTENDED

<u>DATE</u>	<u>COLLEGE</u>	<u>CERTIFICATE</u>	<u>GRADE</u>

2012	<u>Dedan Kimathi University</u>	PhD (Business Administration, Strategic Management option)	Completed. Graduation ceremony-28 th April 2017
2009 – 2010	Kenya Methodist University	MBA ((Business Administration, Strategic Management option)	GPA 3.47
2008	Kenya Institute of Psychological counselling	Higher Diploma in Psychological counselling	Certificate
1996 – 1997	Kenyatta University	Postgraduate Diploma In Education (Business studies and Social Ethics)	Distinction
1987 – 1990	University of Nairobi	Degree (Economics and Sociology)	Second class honors upper division
1985 – 1986	Chania High School	K.C.E (Economics, Geography and Literature)	10 points
1980 – 1983	Kahuhia Girls High School	K.C.S.E	1 st Div of 22

SHORT COURSES ATTENDED

DATE	VENUE	RESPONSIBILITY
26 th oct 2015	Kenya Methodist University (seminar on Research information search and retrieval)	Facilitator
13 June 2013	Kenya Methodist University (workshop on improving reading culture and proposal writing)	Facilitator
1 st April 2008	Ministry of Education (curriculum & syllabus interpretation)	Participant

25 th Sept 2008	Green Hills Hotel (Exam testing & Revision tips)	Presenter
15 th -17 th May 2006	The Stanley Hotel (International Representative-Central Language Policy & Education)	Representative-Central province
12 th October 2007	St. Mary's Boys (Challenges of teaching)	Presenter
5 th – 6 th May 2005	Nyeri High School (HoDs Capacity building workshop)	Participant
29 th – 30 th May 2001	Wakesho Lodge (Interactive teaching forum)	Participant
15 th March 2011	St. Mary's Boys School (Teaching and Evaluating Effectiveness)	Participant
1 st July 2011	Kenya Methodist University (Promoting Reading Culture)	Presenter
10 th -11 th 2011	Acquisition and administration of English Language skills	Participant

WORK EXPERIENCE

Year	Institution	PRIME DUTY	Qualification
2013 to date	Kenya Methodist University	Lecturing	Assistant Lecturer
2011 -2012	Kenya Methodist University	Lecturing	Part time Lecturer
2003 – to 2012	Nyeri High School	Teaching	Senior Graduate
2000 – 2002	Voi Secondary School	Teaching	Graduate Teacher I
1998 – 2000	Voi Secondary School	Teaching	Graduate Teacher II
1990 – 1997	Kanunga High School	Teaching	UT Graduate

CURRENT MAJOR AREAS OF RESPONSIBILITY

- Postgraduate Programmes coordinator, KEMU Nyeri Campus
- Supervising and examining postgraduate students thesis
- Undergraduate Research Programmes coordination
- Postgraduate Academic and Research Coordinator
- Nyeri Campus Examinations coordination
- Business Seminar coordination, supervision and examination
- Allocating, supervising and examining students on practicum/attachment
- Teaching, setting examinations, marking, grading, preparing marks and graduation lists
- Examinations moderation
- Lecturing in undergraduate and postgraduate courses in areas of Business Management
- Setting exams, CATS, and administering other types of assessments for degree and masters courses
- Providing career counsel to students in strategic management and other specializations
- Psychological Guidance and Counselling for students and at times staff
- Marketing the university through a variety of forums

POST-GRADUATE STUDENTS SUPERVISED/SUPERVISING

<u>REG. NO.</u>	<u>NAME</u>	<u>TITLE OF THESIS</u>	<u>STATUS</u>
Bus-3-6610-1/2013	James K. Kibui	factors influencing the implementation of county integrated development plan in kirinyaga county	Graduated
Bus-3-7224-3/2012	Perister Murugi Kigwa	Factors Influencing The Performance Of Youth-Owned Information Communication And Technology Related Businesses In Nyeri County	Graduated
Bus-3-6568-1/2014	Joyce Wambura Kinyua	Factors influencing public sector strategy implementation in kirinyaga county	Graduated
Bus-3-6568-1/2014	Eunice Wanjiru Mwangi	Balanced scorecard and performance of commercial banks in Kenya	Graduated
Bus-3-7132-2/2012	Rachel W. Njiru	An analysis of determinants of strategic plan implementation by water service providers	Graduated

Bus-3-7203-3/2012	Elias Mbau Mburu	An analysis of business strategies that influence consumer store preference	Graduated
Bus-3-6537-1/2014	Caroline Wairimu Nderitu	Determinants of strategic change implementation in the public sector	Graduated
Bus-3-6555-1/2014	Daniel Muimi Muthengi	Corporate culture and implementation of electronic records management strategy in private universities	Graduated
Bus-3-6616-1/2013	Gichuki Muthii Philip	The Determinants of Debt Ratio In Mission Hospitals In Mount Kenya Region	Defended proposal
BUS-3-6826-3/2013	Faith N. Charles	Factors Influencing Retail Sales Performance of Petroleum Industry in Laikipia County. A Survey of Petroleum Retail Outlets in Laikipia County.	Graduated
BUS-3-5444-2/2009	Gikingo Zipporah Wanjiru	Effects of Knowledge Sharing on Organization Performance: A Survey of Commercial Banks in Nyeri County.	Graduated
BUS-3-6529-1/2015	Micheni Keeru Susan	Factors Affecting Open Innovation Strategy by Co-operative Societies in Kenya.	External examination in progress
BUS-3-7195/2013	Philip Mbugua	Influence of Strategic Forecasting on The Organizational Performance of Processing Firms In Nyeri County.	External examination in progress
BUS-3-4865-1/2010	Muraguri Anne Waithira	Analysis of Factors Affecting Strategic Sustainability of Land Buying Companies: A Survey of Selected Companies in Kenya.	Graduated

BUS-3-6512-1/2015	Maina Bernard Hinga	Strategic initiatives employed by small businesses to enhance growth	Work in progress
Bus-3-6555-1/2015	Jane Muthoni Mwanzi	Influence of talent management on organizational growth	External examination in progress
Bus-3-6684-3/2014	Rose Waithiegeni Muthee	Decision making on topic	Starting
Bus-3-6693-3/2014	Victor Munene Kithenya	Decision making on topic	Starting
Bus-3-6700-3/2014	Doreen Kanana Kimathi	Decision making on topic	Starting
Bus-3-6532-1/2015	Yusuf Wako Wako	Decision making on topic	Starting

CAREER ACHIEVEMENT

- PhD at Dedan Kimathi University College of Technology
- Lecturing in KEMU (KENYA METHODIST UNIVERSITY) with excellent results for 6 years
- Teaching Economics and Business Studies with excellent results
- Teacher Counselor
- Participated in drama and music up to Provincial level
- Supervises about 8 teachers in my department
- Prepares schemes of work and departmental work plans, lesson plans and lesson notes.
- Monitoring and evaluating departmental examinations.
- supervising and monitoring exams
- KCSE examiner
- Press club patron
- Library teacher in charge since 1995 to 2012

WRITINGS

- Writing KEMU Nyeri Campus strategic Plan 2016-2017

- Writing Nyeri High School's strategic plan (2009-2014) and has published Nyeri High School Magazine from 2004-2012
- Was consultant in the writing of Mahiga Girls High School strategic plan 2012-2017
- Postgraduate Diploma in Education Thesis: Factors influencing the performance of English language in Kanunga High School
- Master in business administration thesis: factors influencing the implementation of strategic plans in public sector departments
- PhD Thesis: Tacit knowledge sharing and public sector performance in kenya

PUBLICATIONS

I am a published author of several works

PUBLISHED BOOKS

- **BOOK** (2012) - WHY STRATEGIC PLANS FAIL:A KENYAN SCENARIO ISBN no.978-3-8473-0428-9
- **BOOK** (2014) by Lambert Publishing entitled: A HANDBOOK OF STRATEGIC MANAGEMENT: STUDENT'S MANUAL FOR QUICK REVISION ISBN NO. 978-3-659-57746-8
- **BOOK** (2011) - ORAL LITERATURE AND POETRY MADE EASY ISBN no: 978-9966-69-017-3

PEER REVIEWED JOURNAL ARTICLES

- **JOURNAL ARTICLE** (2012) by IJPP-International journal of professional practice entitled *Factors Influencing the Implementation of Strategic Plans*, Vol. 3, issue 1&2, Jan-June 2012, (PAGE 79-86)
- **JOURNAL ARTICLE** (2014) by Scientific Research Publishing entitled *Corporate Social Responsibility: Intentions and Practice* Vol. 2, No. 2, April 2014, (PAGE 116-126) (<http://www.scirp.org/journal/OJBM/> PAPER ID 1530046)
- **JOURNAL ARTICLE** (2014) by scientific Research Publishing entitled **Challenges of Tacit Knowledge Sharing in Public Sector Departments in Kenya** Vol. 3, No. 1, January 2015, (PAGE 109-119) (<http://www.scirp.org/journal/OJBM/> PAPER ID 1530105)
- **JOURNAL ARTICLE** (2016) by scientific Research Publishing entitled *Functional Boundaries as a Tacit Knowledge Sharing Factor and its Effects on Public Sector Performance in Kenya* Vol. 4 No. 2, 2016 (PAGE 225-237), <http://www.scirp.org/journal/OJBM/> PAPER ID 1530286

CONFERENCE PAPER PRESENTATIONS

- **PAPER (2014)** *Presented at Catholic University of East Africa (CUEA) entitled :Unethical Practices in Higher Institutions of Learning centering on plagiarism, published by Pyres Journal of Educational Research and Review, <http://pyrexjournals.org/pjerr/abstract/2016/june/Njeri.php> (PUBLISHED ONLINE)*
- **PAPER (2016)** *Presented at Catholic University of East Africa (CUEA) entitled Motivational Strategies for Attracting and Retaining Teachers in Nyeri County (UNDER PUBLICATION)*
- **Peer Reviewing** *FIVE Research Articles for Science Domain USA*

ORGANISATIONAL MEMBERSHIP

- Associate member of Kenya Institute of Management
- Life member of Kenya Red Cross
- Parents-Teachers Association (PTA) and school Board of Management member. (BOM), (Nyeri High School)
- Parents-Teachers Association (PTA) Representative, (Our Lady of Lourdes High School)

SPECIAL COMPETENCIES

- I have excellent writing and oral communication skills
- Am a good time manager who works without supervision
- I supervise and examine research students in Kenya institute of management (KIM), Kenya Methodist University (KEMU) and am a research panelist for both degree and master's students in KEMU University.
- I relate well with colleagues and other people

COMMUNITY OUTREACH

- I am an excellent public speaker –I give talks on examination techniques to high school students, motivational talks to primary and high school students, church youth, preach in AIC church & KEMU Nyeri Campus, Facilitates seminars and workshops for oxford publishers, library seminars for KEMU, and in most cases, am called upon to head groups because am charismatic and confident.
- I undertake management consultancy work through SUWAMS Pinion Consultancy
- In charge of Pastor's welfare in AIC King'ong'o Church Nyeri
- Partners with Tumaini and Mahiga children's home in their welfare (I give charity to the homes) and motivational talks during school holidays when they close school
- Visits King'ong'o Prison charitably
- I am born again

HOBBIES & INTERESTS

- Reading especially(magazines, novels and academic books)

- Listening to Gospel music
- Travelling
- Discovering new knowledge

SPORTS

- I am an expert swimmer
- Plays hockey and \badminton for leisure
- Undertakes brisk walking

REFEREES

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