

Summary Report

Summary of Curriculum Vitae: Carolyn Muthikwa Musyoka

Personal Details:

- 1 **Name:** Carolyn Muthikwa Musyoka
- 1 **Date of Birth:** 23rd September 1989
- 1 **Marital Status:** Married
- 1 **Nationality:** Kenyan
- 1 **Contact:** +254714 920 315, cmusyoka91@gmail.com
- 1 **Languages:** English, Kiswahili, Kikamba

Professional Profile:

- 1 Highly organized administrative professional with expertise in office management, document handling, and executive support.

Education:

- 1 **Diploma in Secretarial Studies** (Machakos University College, 2012–2016) – Overall Grade: Credit
- 1 **Computer Packages Certification** (Machakos Technical Training Institute, 2012)
- 1 **KCSE** (Mitaboni ABC Girls Secondary School, 2006–2009) – Grade: C (Plain)

Work Experience:

- 1 . **Secretary to the Principal** (David Mbiti Wambuli Technical and Vocational College, Oct 2020–Present):

- 1 Improved office data security, streamlined meeting preparations, and enhanced document retrieval efficiency.
2. **Administrative Secretary** (Lukenya University, Aug 2016–Sept 2020):
 - 1 Resolved inquiries, maintained databases, streamlined notifications, and contributed to a 40% increase in student enrollment.
3. **Intern** (National Hospital Insurance Fund & James Finlays, 2013):
 - 1 Assisted in report writing, streamlined workflows, and gained secretarial experience.

Key Skills:

- 1 **ISO 9001:2015 Certification & Customer Service Training**
- 1 **Secretarial & Administrative Proficiency:** Microsoft Office, Google Workspace, database management, report writing.
- 1 **Core Competencies:** Organizational skills, professional communication, teamwork, integrity, adaptability.
- 1 **Technology Proficiency:** Cloud-based tools, ERP systems, basic troubleshooting.

Other Achievements:

- 1 Played a key role in curriculum development at Lukenya University, including bachelor's, diploma, and postgraduate programs.

Hobbies & Interests:

- 1 Networking, event organizing, mentoring, and reading business/self-improvement books.

Referees:

- 1 Dr. Paul Mutwiwa Mwanja (Lukenya University)
- 1 Prof. Maurice Amutabi (Former VC, Lukenya University)
- 1 Ms. Mary Nzau (Administrative Assistant, Lukenya University)